

**Technology Counselor**  
Pulaski County

**Department:** Office of Drug Prevention and Recovery

**Supervision Exercised:** Supervision of program participants

**Supervision Received:** Work is performed under the supervision of the Director of Drug Prevention.

**Classification (FLSA):** Non-Exempt, Part-Time, Seasonal – Up to five (5) hours/week

**REQUIRED TESTING/SCREENING & CERTIFICATIONS:** Drug and Alcohol Testing, Background Screening and Driving Record, Certification in CPR and First aid preferred.

**AGE REQUIREMENT:** At least 18 years (preferred)

**ESSENTIAL FUNCTIONS:** The Pulaski County Office of Drug Prevention and Recovery will be hosting technology based classes for 3<sup>rd</sup> – 8<sup>th</sup> graders. The classes will be held 1 – 2 days/week, usually after school. Summer hours may be daytime hours. The technology counselor must be comfortable supervising a group of children as well as engaging them in the provided coding and media-creation curriculum. Work includes supervising children, ensuring participant safety, conducting activities, maintenance of the classroom, and handling general inquiries from parents. Physical presence on the job is required due to functions and responsibilities that must be performed onsite.

**JOB REQUIREMENTS:** To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

**RESPONSIBILITIES:**

- Enforce and adhere to all rules and regulations pertaining to program
- Ensure the safety of all participants at all times
- Create and maintain program schedule
- Administration of activities in an engaging and safe manner
- Periodic daily cleaning of all associated facilities and equipment
- Participate in training's pertaining to CPR and First Aid skills as deemed necessary
- Interact appropriately with content-area partners
- Respond to emails pertaining to project in a timely fashion
- Additional duties as deemed appropriate by the supervisor

**KNOWLEDGE SKILLS AND ABILITIES:**

- Ability to work cordially and professionally with staff members and the general public
- Ability to keep accurate head counts on all children under direct supervision at all times
- Ability to be professional, alert, courteous, and tactful with others
- Knowledge of all emergency procedures
- Ability to follow directions, arrive to work on time, and perform duties in specified time frame

**ADA REQUIREMENTS:** Position requires frequently lowering position of self to the floor using a variety of methods and maintaining that position to achieve work objectives; ability to frequently traverse surroundings; ability to extend position of self to gain access to objects, such as those on a shelf or small distance from self, ability to frequently remain stationary in an upright position; moving items weighing up to 50 pounds. This position also requires the continual use of one's ability to observe details at close range or at a normal distance in their surroundings and the ability to perceive sounds and communicate information accurately and understandably with others in the work environment.

**EDUCATION AND EXPERIENCE:**

- High School Diploma or GED required
- Current enrollment or college degree in related field preferred
- Previous related experience working with children is preferred

**PROFESSIONALISM AND CONFIDENTIALITY:**

- Understands and consistently implements all County policies and procedures
- Maintains confidentiality with all vendors and employee transactions and activities
- Shares knowledge and assists other staff with day-to-day activities to promote effective teamwork to accomplish the goals of the County

**TRAINING AND JOB DEVELOPMENT:**

- Participates in all required or suggested consultant trainings
- Works with staff and supervisor to discuss and resolve problems and provide ideas for improvement

Note: This job description is not intended to be all-inclusive. An employee will also perform other reasonably related job responsibilities as assigned by the supervisor or County Administrator. Pulaski County Administration reserves the right to revise or change job duties as the need arises. Moreover, management reserves the right to change job descriptions, job duties or working schedules based on their duty to accommodate individuals with disabilities. The job description does not constitute a written or implied contract of employment.

I have read, understand and accept the duties, standards and expectations required of this position. I hereby affirm my good faith compliance with all County policies and procedures.

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.

*Check the appropriate box, fill in the needed accommodations, if required, then sign and date.*

- I have read and understand this job description and acknowledge that I am able to complete the essential functions required of this job without accommodation.
- I have read and understand this job description and acknowledge that I am able to complete the essential functions required of this job with accommodation(s).

Please list the accommodation(s) needed to fulfill the essential functions of this job description:

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Employee Name: \_\_\_\_\_

(Please print)

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date