

PERFORMANCE DOMAIN SUPERVISION DOCUMENTATION

PLANNING & EVALUATION

- Use needs assessment strategies to gather relevant data for ATOD prevention planning.
- Identify gaps and prioritize needs based on the assessment of community conditions
- Select prevention strategies, programs, and best practices to meet the identified needs of the community
- Develop an ATOD prevention plan based on research and theory that addresses community needs and desired outcomes
- Identify resources to sustain prevention activities
- Identify appropriate ATOD prevention program evaluation strategies
- Conduct evaluation activities to document program implementation and effectiveness
- Use evaluation findings to determine whether and how to adapt ATOD prevention strategies

Hours Supervised

Supervisor Signature

EDUCATION AND SKILL DEVELOPMENT

- Develop ATOD prevention education and skill development activities based on target audience analysis
- Connect prevention theory and practice to implement effective prevention education and skill development activities
- Maintain program fidelity when implementing evidence-based programs
- Assure that ATOD education and skill activities are appropriate to the culture of the community being served
- Use appropriate instructional strategies to meet the needs of the target audience
- Ensure all ATOD prevention education and skill development programs provide accurate, relevant, timely, and appropriate content information
- Identify, adapt, or develop instructor and participant materials for use when implementing ATOD prevention activities
- Provide professionals in related fields with accurate, relevant, timely, and appropriate ATOD prevention information
- Provide technical assistance to community members and organizations regarding ATOD prevention strategies and best practices.

Hours Supervised

Supervisor Signature

TOTAL HOURS _____

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COMMUNITY ORGANIZATION

- Identify the community’s demographic characteristics and core values
- Identify key community leaders to ensure diverse representation in ATOD prevention programming activities
- Build community ownership of ATOD prevention programs by collaborating with key community leaders/members when planning, implementing and evaluating prevention activities
- Provide technical assistance to community members/leaders in implementing ATOD prevention activities
- Develop capacity within the community by recruiting, training and mentoring ATOD prevention-focused volunteers
- Assist in creating and sustaining community-based coalitions

Hours Supervised

Supervisor Signature

PUBLIC POLICY & ENVIRONMENTAL CHANGE

- Examine the community’s public policies and norms to determine environmental change needs
- Make recommendations to policy makers/stakeholders that will positively influence the community’s public policies and norms
- Provide technical assistance, training, and consultation that promote environmental change
- Participate in public policy development and enforcement initiatives to affect environmental changes
- Use media strategies to enhance prevention efforts in the community

Hours Supervised

Supervisor Signature

PROFESSIONAL GROWTH & RESPONSIBILITY

- Maintain personal knowledge, skills, and abilities related to current ATOD prevention theory and practice
- Network with others to develop personal and professional relationships
- Adhere to all legal, professional, and ethical standards
- Build skills necessary for effectively working within the cultural context of the community
- Demonstrate self-care consistent with ATOD prevention messages

Hours Supervised

Supervisor Signature

TOTAL HOURS _____

Supervisor's Signature

Title

Date signed