

SAN MATEO COUNTY OFFICE OF EDUCATION

CLASS TITLE: PROJECT SPECIALIST, TOBACCO USE PREVENTION EDUCATION (TUPE)

BASIC FUNCTION:

Under the direction of the Director, Safe and Supportive Schools, plan, coordinate and promote various tobacco prevention education projects in support of schools and districts in San Mateo County with a special focus on the Court and Community Schools and perform related duties as assigned.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Perform a variety of specialized activities to provide support for the implementation of Tobacco Use Prevention Education (TUPE) research-validated substance abuse prevention programs in public schools and Court and Community Schools.

Convene and coordinate a task force to monitor the progress of this project, guide the development and selection of trainings and materials and ensure all health and wellness policies have been updated to include tobacco prevention measures.

Schedule and provide ongoing support for annual research-validated substance abuse prevention program trainings and alternative to suspension trainings.

Develop and facilitate parent and community education, including a community health fair, two bilingual parent and community education nights and bilingual tobacco use prevention literature.

Provide ongoing technical assistance, training and mentoring to teachers regarding the implementation of research-validated substance abuse prevention programs.

Conduct classroom visits to ensure programs are being implemented with fidelity.

Assist with the coordination and implementation of research-validated substance abuse prevention programs in Court and Community Schools.

Facilitate the administration of the California Healthy Kids Survey at the Court and Community Schools.

Develop policies and protocols for cessation referrals as well as protocol for addressing tobacco use on community school campuses.

Coordinate youth development opportunities for Court and Community School students.

Project Specialist, Tobacco Use Prevention Education

Serve as a liaison between the County Office of Education, school districts, students, and outside agencies regarding research-validated substance abuse prevention programs; respond to inquiries and provide information concerning related activities, policies, procedures and objectives. Distribute and collect student surveys, as required for project activities.

Compile information and prepare and maintain a variety of narrative and statistical records, reports and files related to assigned activities.

Communicate with County Office of Education personnel and various outside agencies to exchange information, coordinate activities and resolve issues or concerns.

Operate a variety of office equipment including a copier, fax machine, projector, computer and assigned software; drive a vehicle to conduct work.

Assist in assuring budget expenditures do not exceed established limitations.

Attend and participate in various meetings, conferences, professional learning opportunities, and special events; prepare and deliver oral presentations concerning youth development activities.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

California Health Education Content Standards

Research validated substance abuse prevention programs

Tobacco Use Prevention Education programs and strategies

Project management techniques

Practices and procedures involved in developing and implementing training activities

Diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of San Mateo County students

Instructional methods and techniques

Record-keeping and report preparation techniques

ABILITY TO:

Prepare, coordinate, and provide communications, information, trainings, meetings, workshops and resources in support of the TUPE program's operations and activities.

Provide consultation and technical assistance to subcontractors, teachers, court and community school staff, parents and others concerning TUPE operations and activities.

Establish and maintain partnerships with service providers to facilitate and enhance the TUPE program.

Implement various communication systems and appropriate methodologies.

Provide training and consultation to teachers, staff and parents on TUPE initiatives.

Serve as a liaison between the County Office of Education, school districts, teachers, and outside agencies regarding research validated substance abuse prevention programs.

Project Specialist, Tobacco Use Prevention Education

Visit project sites to observe activities, confer with teachers and staff, and provide technical support.

Monitor services provided by subcontractors to assure compliance with standards, requirements, and contact specifications.

Work collaboratively with individuals and groups from diverse backgrounds.

Prepare and deliver oral presentations.

Evaluate the performance of assigned personnel and provide direction to staff.

Prepare and maintain a variety of comprehensive reports, records and files.

Communicate effectively both orally and in writing.

Establish and maintain cooperative and effective working relationships with others.

Analyze situations accurately, identify and evaluate schools' needs in regards to TUPE and adopt an effective course of action.

Meet schedules and timelines.

Work independently with little direction.

Interpret, apply and explain applicable policies and procedures.

Operate a variety of office equipment including a computer and assigned software.

Use interpersonal skills including tact, patience, courtesy, and cultural sensitivity

EDUCATION AND EXPERIENCE:

Any combination of education and experience equivalent to: a bachelor's degree in education, psychology, behavioral studies, sociology, public health or related field. Two (2) years of experience in school climate and/or health and wellness development.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license

WORKING CONDITIONS:

ENVIRONMENT:

Community, office, San Mateo County Court and Community Schools, school districts throughout San Mateo County, classroom and outdoor environments.

Driving a vehicle to conduct work at Court and Community School sites and other school sites throughout San Mateo County.

PHYSICAL DEMANDS:

Ability to exchange information in person and on the telephone as well as make presentations.

Ability to read a variety of materials.

Sitting or standing for extended periods of time.

Bending at the waist, kneeling or crouching to reach materials and work with students.

Lift and carry up to 30 pounds.

Approved by Personnel Commission:

November 20, 2019

San Mateo County Office of Education