



TEHAMA COUNTY DEPARTMENT OF EDUCATION

JOB DESCRIPTION

COMMUNITY AND YOUTH DEVELOPMENT TECHNICIAN

DEFINITION:

Under the supervision of the Assistant Superintendent, Programs, this position will perform a variety of duties interacting with students, teachers, parents, schools, and community agencies to prevent substance abuse, violence, academic failure, unplanned pregnancy, disease, and delinquency through education and intervention services.

ESSENTIAL FUNCTIONS AND JOB DUTIES:

Any one position may not include all of the listed duties, nor do all of the listed examples include all tasks, which may be found in positions within this classification.

Support planning, organizing, and coordinating prevention activities and presentations, including trainings, workshops, conferences, luncheons, assemblies, fundraising events, and safe and drug-free activities; Foster relationships between the districts, community organizations, county offices, and public agencies, including law enforcement to provide opportunities for tobacco education among the community and the youth of Tehama County; Provide direct tobacco education prevention and intervention to children in grades 6-12; Assist in advising youth development programs; Assist in maintaining required documentation of project services, activities, accomplishments and program records; Transport youth, utilizing county vehicles, to prevention-related events and activities; Implement other projects, activities, or job duties as assigned; Drive frequently for department business; Assist in the selection and evaluation of various educational and informational materials and programs; Participate in collaborative meetings and committees to benefit school-aged youth; Distribute the selection and evaluation of various educational and informational materials and programs; Maintain social media technologies such as Facebook, Twitter, YouTube, blogs, Survey Monkey.

EXPERIENCE AND EDUCATION:

Any combination of education, training, and experience that demonstrates the ability to perform the duties as described; paid or volunteer experience providing service in community programs, serving at-risk youth populations, facilitating groups, public speaking, and prevention; coursework in education, social work, or related field; Valid California driver's license and evidence of insurance.

KNOWLEDGE OF:

Schedule and facilitate group meetings including school site personnel, parents, districts, county office staff; School finance and budget monitoring procedures and operations; Computer applications related to the work including: word processing, database, spreadsheet software, web-based programs and social media

ABILITY TO:

Maintain confidentiality; Understand and apply principles, methods, procedures, and strategies utilized in the development of a comprehensive program designed to reduce and/or prevent problems associated with high risk behavior among children of school age such as drug, alcohol, tobacco use, violence, teen pregnancy, obesity, mental illness and unintentional injury prevention; Communicate effectively in oral and written form; Speak, read, and write appropriate English; Understand and carry out oral and written directions with minimal accountability controls; Establish and maintain cooperative working relationships.



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PHYSICAL DEMANDS:

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

TERMS OF EMPLOYMENT:

Salary and work year to be established by County Superintendent.

HRS Office Use Only

Created: _____

4/26/23

Revised: _____

4/26/23

APPROVED

Print Name: Chinny Clawson

Title: Director, Human Resource Services

Signature: _____

C. Clawson