



## TEHAMA COUNTY DEPARTMENT OF EDUCATION JOB DESCRIPTION SPECIALIST TOBACCO USE PREVENTION & EDUCATION (TUPE)

### DEFINITION:

Under 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.

- Plan, organize, and coordinate 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 office, and public agencies to provide opportunities for the youth of Tehama County.
- Provide direct prevention education, intervention services, or case management to children in grades 6-12.
- Maintain required documentation of project services, activities, accomplishments and program records.
- Plan, monitor, report and revise annual budget as needed.
- Plan, monitor and conduct ongoing evaluations of prevention programs and assigned projects.
- Engage and provide technical assistance and training to school personnel, parents, and community members in prevention programs.
- Provide CDE with information and data around grant implementation and annual evaluation reports including budget revisions, as needed.
- Transport youth, utilizing county vehicles, to prevention-related events and activities.
- Implement other projects, activities, or job duties as assigned.
- Attend statewide stakeholder meetings as needed.
- Drive frequently for department business.
- Select and evaluate various educational and informational materials and programs.
- Participate in collaborative meetings and committees to benefit school-aged youth.
- Travel to multiple sites to provide services to students, teachers, community partners, businesses, and participate in meetings.
- Gather information and analyze data for the purpose of evaluating and adjusting programs when necessary in accordance with funding program requirements.

### EDUCATION AND EXPERIENCE REQUIREMENTS:

- Bachelor's Degree in health related or social services field preferred.
- Two (2) years paid or volunteer experience providing service in community programs, serving at-risk youth populations, facilitating groups, public speaking, and prevention.
- Coursework or training in prevention philosophy, youth development, substance abuse, or case management.
- Related college level education and/or experience may be substituted on a year for year basis. Experience beyond the requirement may also be substituted on a year for year basis for up to two (2) years of education.
- Valid California driver's license and evidence of insurance.



Tehama County Department of Education  
Job Description  
Specialist: TUPE

KNOWLEDGE OF:

- Data collection and reporting.
- Scheduling and facilitation of 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 and web-based programs.
- Preparation, monitoring and reporting techniques (fiscal and student activity data).

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.

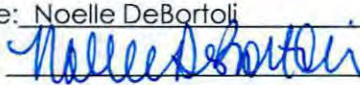
PHYSICAL DEMANDS:

- The physical requirements indicated below are examples of the physical aspects this position classification must perform in carrying out essential job functions.
- Persons performing service in this position classification will exert 10 to 20 pounds of force frequently to lift, carry, push, pull, or otherwise move objects. This type of work involves sitting most of the time, but may involve walking or standing for brief periods.
- Perceiving the nature of sound, near and far visual acuity, depth perception, providing oral information, the manual dexterity to operate business related equipment, and handle and work with various materials and objects are important aspects of this job.

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

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| <b>HRS Office Use Only</b>   |   |
| Created: <u>April 19, 2019</u>   | Revised: <u>August 11, 2020</u>                           |
| <b>APPROVED</b>  |   |
| Print Name: <u>Noelle DeBortoli</u>  | Title: <u>Executive Director, Human Resource Services</u> |
| Signature:  |   |
| Date: <u>August 11, 2020</u>   |   |