

## **CONTRA COSTA COUNTY OFFICE OF EDUCATION**

### **CLASS TITLE: MANAGER, PROJECTS, EDUCATIONAL SERVICES (TOBACCO USE AND PREVENTION EDUCATION AND AFTER SCHOOL PROGRAMS)**

#### **BASIC FUNCTION:**

Under the direction of the Director III, Educational Services, plan, coordinate and promote various projects in support of schools and districts. Train, oversee and schedule staff involved in the projects including volunteers and support staff. Plan and coordinate Contra Costa County Office of Education (CCCOE) oversight for mandated projects.

#### **REPRESENTATIVE DUTIES:**

##### **ESSENTIAL DUTIES:**

Plan and coordinate specialized activities in the preparation and coordination of various projects in support of schools and districts including Tobacco Use and Prevention Education and After School Programs.

Train, oversee, schedule and evaluate staff involved in the projects, coordinate meetings and trainings; maintain an assessment program regarding quality and quantity of related trainings; and coordinate involvement of outside agencies.

Provide educational support, technical assistance, and coaching to schools and districts

Understand the principles of effectiveness, and the connection to best practices in curriculum

Provide training on curriculum.

Provide technical assistance and professional development.

Monitor program effectiveness.

Link district personnel and CDE in policies, procedures and reporting.

Convene and work with collaborating community groups and agencies.

Assist districts in on-going development of programs and grant writing.

Represent the County Office of Education at local and State meetings.

Serve as liaison between State, national and local levels; serve on assigned committees; maintain effective communications with County Office of Education and representatives from outside agencies.

Plan and coordinate administrative oversight of projects.

Maintain data related to project criteria, present workshops, communicate with affected school and districts, and schedule/support site visits.

Coordinate with other CCCOE Departments providing support for the mandated projects.

Oversee and monitor the budgets for projects; prepare purchase orders for materials, supplies and equipment; prepare budget summary of events as assigned.

Maintain current knowledge of State, national and local rules, policies and procedures related to assigned activities.

Operate a computer, assigned software and other standard office equipment as assigned; drive a vehicle to conduct work.

**OTHER DUTIES:**

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Tobacco Use and Prevention Standards.

After School Programs.

Policies and objectives of assigned program and activities.

County Office organization, operations, policies and objectives.

Operation of a computer and assigned software.

Modern office practices, procedures and equipment.

Basic budgeting practices regarding monitoring and control.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

**ABILITY TO:**

Plan and organize specialized activities and mandated programs in support of schools and districts.

Train, oversee, schedule and evaluate staff involved in the projects.

Operate office machines including a computer and applicable software.

Coordinate, conduct and facilitate meetings and training sessions.

Communicate effectively both orally and in writing.

Establish and maintain cooperative and effective working relationships with others.

Read, interpret, apply and explain rules, regulations, policies and procedures.

Maintain current knowledge of program rules, regulations, requirements and restrictions.

Work independently with little direction.

Plan and organize work.

Meet schedules and time lines.

**EDUCATION AND EXPERIENCE:**

Bachelor's degree and three years experience with Tobacco Education and Prevention and After School Programs.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California driver's license.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office environment.

Driving a vehicle to conduct work.

**PHYSICAL DEMANDS:**

Dexterity of hands and fingers to operate a computer keyboard.

Sitting or standing for extended periods of time.

Bending at the waist, kneeling or crouching.

Hearing and speaking to exchange information in person or on the telephone.

Seeing to read a variety of materials.

Lifting moderately heavy objects.