

CONTRA COSTA COUNTY OFFICE OF EDUCATION

CLASS TITLE: CURRICULUM SPECIALIST (TOBACCO USE PREVENTION EDUCATION)

RANGE: 14

BASIC FUNCTION:

Under the direction of the Director III, Educational Services, perform a variety of specialized activities involved in providing support for the implementation of research-validated substance abuse prevention programs. This position is grant funded and will terminate once the activities related to the Tobacco Use and Prevention Education (TUPE) Consortium grants have ended on June 30, 2017.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Perform a variety of specialized activities involved in providing support for the implementation of tobacco-use prevention education (TUPE) research-validated substance abuse prevention programs in TUPE Consortium districts/schools.

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

Assist TUPE district and site coordinators with the identification of teachers who will attend training and maintain current list of teachers trained and implementing research-validated substance abuse prevention programs in TUPE Consortium districts/schools.

Provide ongoing technical assistance 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.

Serve as a liaison between the County Office, 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 personnel and various outside agencies to exchange information, coordinate activities and resolve issues or concerns.

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Curriculum Specialist (Tobacco Use Prevention Education)

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 and in-services 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.

Tobacco-Use Prevention Education (TUPE) programs and strategies.

Research-validated substance abuse prevention programs implemented in TUPE Consortium districts and schools (Project ALERT and Project Towards No Drug Abuse).

Alcohol, tobacco and other drug prevention.

Diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of students.

Interpersonal skills using tact, patience and courtesy.

Operation of a computer and assigned software.

Oral and written communication skills.

Modern office practices, procedures and equipment.

Record-keeping and report preparation techniques.

Basic public relations techniques.

ABILITY TO:

Perform a variety of specialized activities involved in providing support for the implementation of tobacco-use prevention education (TUPE) research-validated substance abuse prevention programs.

Provide ongoing technical assistance and mentoring with teachers for the implementation of Project ALERT and Project Towards No Drug Abuse.

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

Learn, interpret, apply and explain laws, rules, regulations, policies and procedures.

Learn policies and objectives of assigned programs and activities.

Establish and maintain partnerships with service providers to facilitate and enhance the research-validated substance abuse prevention programs.

Identify and evaluate teacher needs and abilities.

Operate standard office equipment including a computer and assigned software.

Meet schedules and time lines.

Maintain records and prepare reports.

Communicate effectively both orally and in writing.

Establish and maintain cooperative and effective working relationships with others.

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EDUCATION AND EXPERIENCE:

Teaching credential and minimum two years' experience as a TUPE Site Coordinator with research-validated substance abuse prevention programs. A credential in health education and experience at the high school level are preferred.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor work 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.