

Prevention Coordinator

DEFINITION:

Under general direction and guidance of the Assistant Superintendent plans, organizes, facilitates, promotes, and monitors programs and activities for administrators, youth, parents and educational support personnel in the areas of school-based alcohol, tobacco, and other drug prevention programs, violence prevention, bullying prevention, school safety, HIV/AIDS prevention education and health education.

DUTIES AND RESPONSIBILITIES:

Plans, conducts, and coordinates program activities including trainings, workshops, and countywide events to assist school districts in Yuba County with strengthening existing prevention, intervention, and health programs or implementing new programs; assists with the development and selection of curricula and informational materials; provides technical assistance, training resources and other information for maintaining knowledge of relevant research, models of effective prevention and intervention programs, curriculum and supplemental educational materials; provides technical assistance regarding community resources, promoting partnerships and linkages with agencies that support these educational, prevention and intervention programs.

SUPERVISION OVER:

Responsible for overall direction, coordination and evaluation of employees under his/her supervision. Training, planning, assigning and directing work of employees. Address complaints, resolves problems, recognizes and acknowledges employee success.

Liaison Activities

Serves as liaison and monitors program activities between California Department of Education (CDE) and state agencies servicing site and/or school districts; attends CDE, other state agencies and local meetings and conferences that apply to programs; conducts meetings with school district superintendents, principals, program coordinators, and conducts site visits; may chair or participate in meetings (e.g. safety, site advisory and community, etc.) for the purpose of coordinating activities and ensuring that health and safety services are met at assigned school sites.

Technical Guidance and Compliance

Provides technical assistance and training regarding Coordinated School Health, Tobacco Use Prevention Education (TUPE) program, Foster Youth Services, Homeless (McKinney-Vento Homeless Act) guidelines and requirements, assessment and

evaluation methods and activities; provides assistance to school districts and the County Office programs regarding required related forms and descriptions in the application process with Consolidated Application, Part II, School Safety Plans, and Local Educational Application Plan (LEAP) and assists in the development of the application; assists school districts and County Office programs in the resolution of program non-compliance findings with CDE's - Coordinated Compliance Reviews (CCR's); participates in reading, scoring and ranking of competitive grant applications as requested by CDE; may participate in CDE's – CCR's outside the home county.

Fiscal and Personnel Management

Administer various phases of the budget process including the development of budget projections, monitoring of expenditures and income, and analyzing budget reports for multiple budgets and approve expenditures and transfers which are within the program guidelines; completes various reports/applications with existing grants or programs and implements new grants or programs; prepares contracts with various individuals and agencies; utilizes and implements the County Office personnel procedures and policies with existing and new staff; makes recommendations to Assistant Superintendent and Superintendent on employment status; facilitates communication between personnel, students and/or parents, or assigned site staff for the purpose of evaluating situations, solving problems and/or resolving conflicts.

MINIMUM QUALIFICATIONS

Possession of a Bachelor's degree in job related field or experience and training in the field may be considered equivalent to formal education and experience.

A minimum of three years work experience in the area of drug, alcohol, and tobacco use, prevention and intervention programs, health education sponsored by education, government agencies, or community-based organizations. Experience in the development, implementation, and evaluation of successful programs including preparing applications for funds, conducting workshops, and working with multi-agency planning teams.

Knowledge of, Ability to, and Skills:

Knowledge in drug, alcohol, and tobacco use prevention and intervention programs and health education; ability to provide technical assistance to district personnel for improving prevention and intervention programs; knowledge of State and Federal applications and approval processes for school-based prevention and intervention programs; technical writing skills; knowledge of grant management, budgets, and reporting related to prevention and intervention programs; ability to plan, develop, implement, and evaluate educational programs; ability to plan, develop, and conduct workshops and training sessions; interpersonal skills to work cooperatively and effectively with individuals and groups; ability to effectively transmit knowledge and skills

to others; skills to develop measurable goals and objectives, set priorities, and evaluate progress toward achievement.

Licenses and Certificates

Valid California Driver's License