

**JOB DESCRIPTION**  
**San Diego County Office of Education**

**Coordinator, Alcohol, Tobacco and Other Drugs**

**Purpose Statement**

Under administrative direction, the Coordinator organizes, plans and implements programs related to drug use prevention and intervention for the San Diego County Office of Education (SDCOE); supervises and monitors Tobacco Use Prevention Education (TUPE) program activities; and serves as a liaison between school site prevention coordinators, administrators, personnel, and private and public community organizations.

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**Essential Functions**

- Develops, plans and manages overall activities of the SDCOE prevention programs to meet community, city, state, and federal goals in the prevention of tobacco, alcohol, and other drug use.
- Supervises and monitors the Tobacco Use Prevention Education (TUPE) grants and evaluates programs, services, and staff to recommend and/or ensure that services are delivered in a timely manner and in compliance with mandated requirements.
- Plans, coordinates and implements activities pertaining to alcohol, tobacco, and other drug (ATOD) use prevention education to assist districts and charter schools.
- Serves as the primary contact for ATOD prevention for the SDCOE by interfacing with all stakeholders regarding drug prevention (i.e. schools, nonprofit organizations, health and human services, etc.)
- Develops partnerships with districts, charter schools, and community organizations to assist in the development and implementation of community-wide projects by collaborating with existing community resources and leaders.
- Assists district and charter school personnel in developing and implementing comprehensive ATOD prevention education programs that comply with State requirements.
- Develops and conducts training for educators and community partners in research-based approaches to ATOD.
- Collects, analyzes and prepares reports on program data for the purpose of determining the effect of implemented materials and/or services introduced in schools.
- Facilitates, designs, develops, and disseminates ATOD prevention education instructional materials/resources to advance the understanding and application of research-based and research-informed practices.
- Plans and oversees the various elements of one or more major grant-funded programs involving multiple districts throughout San Diego County.
- Performs personnel administrative functions (e.g. assigning, evaluating, supervising, coaching, etc.) for the purpose of enhancing productivity of personnel and achieving objectives within budget.
- Maintains and oversees program budget; analyzes and reviews budgetary and financial data; controls and authorizes expenditures in accordance with established limitations.

**Other Functions**

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

## **Job Requirements: Minimum Qualifications**

### **Skills, Knowledge and Abilities**

SKILLS are required to:

- Apply assessment instruments;
- Operate standard office equipment including using pertinent software applications;
- Prepare and maintaining accurate records/case management;
- Develop and write grant proposals;
- Utilize group presentation skills.

KNOWLEDGE of:

- Federal tobacco and alcohol prevention strategies and techniques established by Substance Abuse and Mental Health Services Administration and other recognized organizations;
- Applicable county, state and federal grant requirements, regulations and provisions;
- Processes and procedures in writing, developing and managing grants and securing other funding sources;
- Practices in budget development and monitoring;
- Strategies and methods of engaging and instructing youth;
- Community resources specializing in substance use prevention;
- Computer software applications, work station and peripherals; supervisory principles and practices; Staff development training methods.

ABILITY is required to:

- Identify information needed to understand or address an issue;
- Use knowledge and judgment in applying appropriate methods and techniques, information, practices, and procedures of the field;
- Analytically and logically evaluate information, issues, and problems to generate a range of alternative solutions and courses of action with benefits, costs, and risks associated with each;
- Spend organizational funds wisely and strategically;
- Ensure clear definition of project goals and criteria for success;
- Communicate effectively with others, both in writing and orally;
- Formally deliver information to groups;
- Engage and encourage an audience as participants; respond to change in a positive manner; check work to ensure completeness and accuracy;
- Model communication and interaction that respect and include all individuals and cultures.

### **Working Environment**

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, and significant fine finger dexterity. Generally the job requires 80% sitting, 10% walking, and 10% standing. This job is performed in a generally clean and healthy environment.

**Experience** Five (5) years of experience in social service programs specializing in the prevention of drug use in youth, including two years of management experience.

**Education** Master's degree in education, social work, or closely related field.

Equivalency A combination of education and experience equivalent to: a master's degree in education, social work, or field closely related to the classification and five (5) years of experience in educational programs specializing in the prevention of drug use in youth, including two years of management experience.

Required Testing

N/A

Certificates

Valid CA Driver's License

Continuing Educ./Training

Maintain required licenses

Clearances

Criminal Justice Fingerprint/Background Clearance

Physical exam including drug screen

Tuberculosis Clearance

FLSA State: Exempt

Salary Range: Classified Management, Grade 045

**Personnel Commission Approved: November 20, 2019**

**Revised: N/A**