

JOB DESCRIPTION
San Diego County Office of Education

Project Specialist, Alcohol, Tobacco and Other Drug Prevention

Purpose Statement

The job of Project Specialist, Alcohol, Tobacco and Other Drug Prevention is responsible for planning, coordinating and promoting activities, programs and services to develop prevention strategies implementation in schools across the county; addressing the goals of the “County Skills Contract”, a partnership with the San Diego County Office of Education and the County of San Diego Health and Human Services Agency.

Diversity Statement:

Because each person is born with inherent worth and dignity, and because equitable access and opportunity are essential to a just, educated society, SDCOE employee commitments include being respectful of differences and diverse perspectives, and being accountable for one’s actions and the resulting impact.

Essential Functions

- Administers evaluation instruments (e.g. needs assessment surveys, online registration surveys, and the California Healthy Kids Survey (CHKS), etc.) for evaluating the effectiveness, impact, and growth of materials and services to program recipients.
- Assists school sites in developing a plan to implement Project Alert, or other research validated ATOD prevention strategies.
- Collaborates with a variety of groups or individuals (e.g. school communities, County of San Diego and contractors, curriculum publishing companies, community at large, etc.) recruiting participation and support for implement prevention strategies.
- Composes a variety of written communications (e.g. program events updates, newsletters, promotional flyers, evaluation reports, etc.) documenting activities, providing supporting activities for requested actions, and promoting services across the county.
- Plans and develops trainings and workshops in alcohol, tobacco, and other drug use preventions (ATOD) for students, advisors, teachers, district representatives and others on program specific topics implementing prevention strategies at school sites throughout the county.
- Develops and coordinates program components, support needs, and materials promoting positive the implementation of prevention strategies in schools.
- Generates required reports and documentation (e.g. tracking expenditures, ensuring staffing requirements, conducting research on ATOD statistics and trends, implementing mandated curriculum, etc.) supporting the County Skills Contract program.
- Performs personnel administrative functions (e.g. assigning, evaluating, supervising, coaching, etc.) for the purpose of enhancing productivity of personnel and achieving objectives within budget.
- Provides on-going technical assistance with respect to implementing prevention strategies, supplemental prevention activities and materials for the purpose of serving as a resource for the implementation of programs/services.
- Serves as liaison between COE and school districts/sites and a variety of prevention providers (e.g. local alcohol and drug services, businesses, community based organizations, San Diego County

Health and Human Services Agency (SDHHS), California Friday Night Live Partnerships (CAFNLP), etc.) collaborating with a broad range of prevention and youth servicing agencies.

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

Knowledge and Abilities

KNOWLEDGE OF:

Research validated prevention program development/techniques;
Effective alcohol, tobacco and other drug prevention strategies;
School district organization;
Physical and emotional development of adolescents;
Mental health issues;
Research and evaluation techniques.

ABILITY TO:

Schedule activities, meetings, and/or events;
Work with others in a wide variety of circumstances;
Work with a significant diversity of individuals and/or groups;
Work with a variety of data;
Analyze issues and create action plans;
Adapt to changing work priorities;
Communicate with diverse groups;
Work flexible hours;
Maintain confidentiality;
Communicate effectively orally and in writing;
Work effectively independently and as part of a team.

Working Environment:

ENVIRONMENT:

Duties are typically performed in an office setting.
May be designated in an alternate work setting using computer-based equipment to perform duties.

PHYSICAL ABILITIES:

Must be able to hear and speak to exchange information; see to perform assigned duties; sit or stand for extended periods of time; possess dexterity of hands and fingers to operate computer and other office equipment; kneel, bend at the waist, and reach overhead, above the shoulders and horizontally, to retrieve and store files; lift light objects. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

Education and Experience

Education: A Bachelors degree in education, social work, or related field.

Experience: Three (3) years of experience working with youth in a specialized area related to drug use prevention.

Equivalency: A combination of education and experience equivalent to a bachelor’s degree in education, social work, or related field, and three (3) years of experience working with youth in a specialized area related to drug use prevention.

Required Testing

N/A

Certificates, Licenses, Credentials

Valid CA Driver’s License

Continuing Educ./Training

Maintains Certificates and/or Licenses

Clearances

Criminal Justice Fingerprint/Background clearance

Physical exam including drug screen

Tuberculosis clearance

FLSA State: Exempt

Salary Grade: Classified Management, Grade 035

Personnel Commission Approved: _____

