

JOB DESCRIPTION
San Diego County Office of Education

ALCOHOL AND OTHER DRUGS (AOD) AMBASSADOR

Purpose Statement:

Under general direction, the Alcohol and Other Drugs (AOD) Ambassador is responsible for developing and delivering anti-alcohol and anti-drug presentations to students, staff and other stakeholders, as well as implementation of programs and activities on drug and alcohol prevention in transnational school programs managed by the San Diego County Office of Education.

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, as well as being accountable for their actions and their impact.

Representative Duties:

This position description is intended to describe the general nature and level of work being performed by the employee assigned to the position. This description is not an exhaustive list of all duties, responsibilities, knowledge, skills, abilities, and working conditions associated with the position. Incumbents may be required to perform any combination of these duties.

Essential Functions:

- Develops and conducts trainings for staff, students, and the AOD community on the latest strategies and techniques in prevention of alcohol and drug use in youth.
- Collaborates with school personnel and students to conduct special presentations and assemblies, and to establish other school-based prevention measures and programs.
- Assists in developing partnerships with community organizations, city, and county agencies to promote awareness to advance the initiatives of drug and alcohol prevention programs.
- Provides information and facilitates the delivery of training materials to students and families regarding how substance abuse affects the individual, the family, and society.
- Maintains accurate program and attendance records to document and meet required reporting guidelines.
- Solicits and collects program feedback from students, parents, and other training attendees, as well as community agencies, initiatives, and boards to make refinements to the program to ensure effective results.
- Provides support to educators from other counties in developing and advancing their own alcohol and other drug prevention programs.

Other Functions:

- Other duties as assigned.

Job Requirements: Minimum Qualifications:

Knowledge and Abilities

KNOWLEDGE:

Alcohol and drug 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;

Strategies and methods of engaging and instructing youth;

Community resources specializing in substance use prevention;

Microsoft Office Word, Excel, PowerPoint, and other Microsoft Office applications;

Staff development training methods.

ABILITY:

Deliver effective messages on the hazards of AOD use;

Prepare narrative reports in a clear and concise manner;

Establish and maintain cooperative working relationships;

Analyze and assess program needs, and offer recommendations pertaining to program activity revisions;

Communicate effectively in oral and written form;

Understand and carry out oral and written directions with minimal accountability controls;

Model ethical and professional standards when dealing with students, staff, and community.

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

Experience: Four (4) years of experience in social service programs specializing in the prevention of substance use in youths, including experience making presentations to youth and staff from K-12 programs within and outside of the United States, and:

Education: A bachelor's degree in social work, education, communications, or closely related field.

Equivalency: A bachelor's degree in social work, education, communications, or closely related field, and four (4) years of experience in social service programs specializing in the prevention of substance use in youths, including experience making presentations to

youth and staff from K-12 programs within and outside of the United States. Fluency in Spanish required.

Required Testing

N/A

Certificates, Licenses, Credentials

Valid California Driver's License

Continuing Educ./Training

N/A

Clearances

Criminal Justice Fingerprint/Background Clearance

Physical Exam including drug screen

Tuberculosis Clearance

FLSA Status: Exempt

Salary Grade: Classified Management Salary Schedule, Grade 040

Personnel Commission Approved: Feb. 17, 2021

Revised: N/A