

YUBA COUNTY OFFICE OF EDUCATION
Classified Management Job Description

COORDINATOR OF PROP 64

DEFINITION

Under the direction and guidance of the Executive Director of Educational Services, the Coordinator of Prop 64 plans, organizes, administers, reviews and evaluates the work of staff and all activities related to the mandated state and federal programs for the provision of employment and training services. The Prop. 64 Coordinator will coordinate activities of the assigned functions with those of other divisions within the service delivery areas and performs other related duties as assigned by supervisor.

DIRECTLY RESPONSIBLE TO:

Executive Director of Educational Services

SUPERVISION OVER:

- Program Assistant
- Program Specialist

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Plans, conducts, and coordinates program activities including trainings, workshops, and countywide events to promote pro-social activities and decrease the underage use/involvement of Marijuana.
- Provides technical assistance regarding community resources, promoting partnerships and linkages with agencies that support these educational, prevention and intervention programs.
- Participates in the negotiations of memorandum of understanding agreements with other agencies to provide assistance in cooperative projects.
- Writes grants for program funding. Creates program budgets and provides budget oversight.
- Plans, conducts and coordinates youth gatherings, activities and workshops outside of school within the community to expose students to new positive opportunities.
- Communicates regularly with School Administration, Student Resource Officer, Probation Officers, and other local law enforcement agencies and representatives.
- Adjusts schedule to accommodate assignments to a variety of student activities including college campus visits, career experience and field trips.
- 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.

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Classified Management Job Description

COORDINATOR OF PROP 64

- 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 Deputy 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:

Education, Training and Experience:

- Bachelor's degree in in Psychology, Sociology, Child Development, Juvenile Justice or related discipline is required.
- A minimum of three years' work experience in the area of marijuana 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:

- Knowledge in marijuana prevention and intervention programs and pro-social activities.
- Knowledge of grant management, budgets, and reporting related to prevention and intervention programs.
- Knowledge of State and Federal applications and approval processes for school-based prevention and intervention programs.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Standards of courtesy and behavior expected of students.
- Basic interests, attitudes and emotional development of adolescents.
- Health and safety regulations.
- Policies, rules, and regulations concerning campus control, safety, and appropriate student behavior.
- Operation of a variety of office equipment and software, including but not limited to Microsoft Office Suite and Google Suite.

YUBA COUNTY OFFICE OF EDUCATION
Classified Management Job Description

COORDINATOR OF PROP 64

Skills and Abilities:

- Provide technical assistance to district personnel for implementing marijuana reduction and pro-social programs.
- Plan, develop, implement, and evaluate education programs.
- Plan, develop and conduct workshops and training sessions.
- Works collaboratively with assigned supervisor, team members, students, the public, and law enforcement to assure the effective and efficient operation of the assigned program.
- Demonstrate sensitivity to and understanding of the diverse academic, socioeconomic, cultural and ethnic backgrounds of staff, students and community members.
- Effectively transmit knowledge and skills to others.
- Effectively communicate orally with parents and students.
- Technical writing skills, develop measurable goals and objectives, set priorities, and evaluate progress toward achievement.
- React quickly and appropriately in emergencies.
- Write required reports clearly and concisely.
- Read, interpret and apply pertinent federal, state and local laws, codes and regulations including administrative and department policies and procedures.
- Manage and prioritize multiple activities.
- Work independently and make decisions within the framework of established guidelines.
- Understand and maintain confidentiality.

Physical Requirements:

- Bending at the waist, kneeling or crouching; climbing or balancing while using step stool.
- Eyesight corrected or uncorrected sufficient to read a variety of materials including but not limited to fine print.
- Hearing with or without use of hearing aid(s) sufficient to hear any conversation with others.
- Understandable voice and speech patterns.
- Manual dexterity and coordination sufficient to operate office and/or classroom equipment.
- Sitting, standing and/or walking for extended periods of time.
- Ability to lift light objects (less than 20 lbs.) on an intermittent basis. May be required to lift heavy objects (up to 30 lbs.) on an intermittent basis. Requires two or more persons to lift 50 pounds or more.

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Work Environment:

Employees in this position will be required to work in an office and/or school facility environment with regular interruptions and participate in small and large group meetings. This is an itinerant position, and employees must be self-sufficient with regards to travel between school sites and agencies to provide services.

Licenses and Certificates:

- Valid California driver's license.
- The availability of an automobile with liability coverage

Clearances:

- Criminal Justice Fingerprint Clearance
- TB Clearance

Employee Classification: Classified Management

Salary Range: Classified Coordinator

Approval Date: March 11, 2026

The job description is not intended to be an exhaustive list of all the duties, knowledge, or abilities associated with this classification, but it is intended to accurately reflect the principal job elements.