

SANTA CLARA COUNTY OFFICE OF EDUCATION

CLASS TITLE: COORDINATOR- HEALTH EDUCATION AND TOBACCO PREVENTION

BASIC FUNCTION:

Under the direction of an assigned supervisor, the Coordinator – Health Education and Tobacco Prevention oversees the implementation and day-to-day operation of the Tobacco Use Prevention Education (TUPE) Programs; provides leadership and oversight for TUPE program services at the county, regional, and state levels; plans, coordinates, and delivers coaching to support the design and execution of data-informed, evidence-based TUPE programs and initiatives within a Multi-Tiered System of Support (MTSS) framework; acts as the California TUPE Coordinator representing Santa Clara County; serves as the technical assistance lead for a wide range of student support services; functions as a liaison between schools and countywide behavioral and public health agencies to sustain student wellness and health initiatives; trains, supervises, and assesses the performance of assigned personnel.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Leads the integration of the California Health Education Framework into school policies, instructional programs, and professional development for educators and administrators.

Guides districts in implementing MTSS-based student health and wellness systems from CDE grants that integrate tobacco prevention, mental health, and Social Emotional Learning (SEL) supports (e.g., TUPE, County Technical Assistance, DOJ Tobacco Grant) and prepares grant reports.

Provides coaching and technical assistance to school administrators and district leaders on embedding comprehensive health education and prevention strategies into schoolwide practices.

Works with school site leadership and district teams to develop policies and procedures that create safe, supportive, and tobacco-free school environments.

Provides professional learning for district and school site administrators, focusing on integrating TUPE health education, SEL, and prevention programs within an MTSS framework.

Collaborates with school and district leaders to align health and wellness initiatives with Local Control and Accountability Plans (LCAP) and California School Dashboard goals.

Supports curriculum development and instructional best practices for TUPE comprehensive health education aligned with the California Health Education Framework.

Acts as a countywide leader in health education and prevention, working with the California Department of Education (CDE) and state agencies to shape TUPE and student wellness policies.

Oversees program funding and ensure compliance with TUPE, California Healthy Kids Survey (CHKS) administration, and other grant requirements while providing strategic oversight of student wellness funding.

Coaches school and district leaders on building integrated MTSS structures that support health education, prevention, and intervention efforts.

Provides professional learning and technical assistance to administrators utilizing CHKS and California Youth Tobacco Survey (CYTS) data to drive district-wide health and wellness improvements.

Uses student wellness data to support data-driven decision-making at the school, district, and county levels.

Supervises and provides leadership to School Climate Specialists and contractors, ensuring alignment with health education and wellness goals.

Develops Memorandums of Understanding and contracts that support partnerships with schools, districts, and community organizations to implement TUPE comprehensive health and prevention programs.

OTHER DUTIES:

Performs other duties as assigned.

KNOWLEDGE, ABILITIES AND COMPETENCIES:

KNOWLEDGE OF:

California Health Education Framework and its integration into curriculum, instruction, and school policy. Tobacco Use Prevention Education (TUPE), County Technical Assistance, California Youth Tobacco Survey (CYTS), and related CDE and DOJ-funded health and prevention grants;

Multi-Tiered System of Supports (MTSS) and strategies for embedding prevention, SEL, and mental health support within school wide systems;

Health education standards, evidence-based prevention and intervention programs, and instructional best practices for comprehensive student wellness;

The California School Dashboard, LCAP process, and school accountability systems related to student wellness and engagement;

Effective use of student wellness data sources (e.g., CHKS, CYTS) for continuous improvement and strategic planning;

Systems change, improvement science, and implement science frameworks;

Effective adult learning strategies for professional development and coaching;

Cultural humility, equity-driven education leadership, and trauma-informed practices;

Public education finance and grant compliance, including budgeting, reporting, and oversight of programmatic spending.

ABILITY TO:

Lead countywide initiatives that integrate the California Health Education Framework into school systems, instructional programs, and professional learning;

Guide districts in building and sustaining MTSS-aligned student health and wellness systems, incorporating tobacco prevention, SEL, and mental health supports;

Coach school and district administrators on embedding prevention and health education into schoolwide practices and site leadership structures;

Develop and deliver high-quality professional learning focused on TUPE, health education, SEL, and prevention programs;

Align TUPE and other prevention programs with LCAP priorities and state accountability indicators;

Support the development and implementation of comprehensive, culturally responsive health education curricula;

Analyze and use student wellness data (e.g., CHKS, CYTS) to inform strategic decision-making and district-wide improvement efforts;

Provide strategic oversight and ensure compliance with TUPE and related grant requirements, including report writing and fiscal accountability;

Supervise and provide instructional leadership to School Climate Specialists and contractors, ensuring alignment with health education and wellness goals;

Develop and manage Memorandums of Understanding, contracts, and partnerships that expand and strengthen prevention programming in schools and communities;

Collaborate with CDE, state agencies, and regional partners to influence and inform statewide student wellness and prevention policies;

Operate effectively in complex educational systems, using data, relationships, and adaptive leadership to drive equitable outcomes;

Maintain records and files;

Apply interpersonal skills using tact, patience, and courtesy.

LEADERSHIP TEAM COMPETENCIES:

Develops and fosters effective individuals and teams;

Operationalizes the organizational vision, mission, goals, shared values, and guiding principles;

Demonstrates emotional intelligence;

Models inclusive, effective, and authentic communication;

Applies understanding of how identities and experiences influence access and opportunity to inform practices and decisions;

Builds and sustains positive, trusting relationships;

Conducts SCCOE operations with the highest moral, legal, and ethical principles.

EDUCATION AND EXPERIENCE:

Master's degree in public health or related field preferred, and experience in project management, planning, developing, facilitating, delivering, and implementing professional learning programs for educators, and a minimum of five (5) years of school site and/or district level administration experience, or coaching experience and grant management experience preferred.

LICENSES AND OTHER REQUIREMENTS:

Valid Administrative Services Credential

Valid Teaching Credential in Education or related field

Valid California driver's license

WORKING CONDITIONS:**ENVIRONMENT:**

Office environment;

Driving a vehicle to conduct work;

Evening or variable hours to attend meetings or conferences;

Coordinator- Health Education and Tobacco Prevention continued

Page 4

Travel as needed.

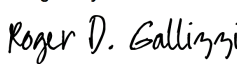
PHYSICAL DEMANDS:


Hearing and speaking to exchange information and make presentations;

Dexterity of hands and fingers to operate a computer keyboard;

Seeing to read a variety of materials;

Sitting or standing for extended periods of time.

	<div>Signed by:</div>  <div>6E60E94AD3B94A3...</div>	10/2/2025 12:41 PM PDT
Approved:	<div>Roger D. Gallizzi</div> <div>Interim Associate Superintendent-Personnel Services</div>	Date

	<div>Signed by:</div>  <div>AFFF8FA0C5E741B...</div>	10/1/2025 4:27 PM PDT
Authorized:	<div>Dr. David M. Toston, Sr.</div> <div>County Superintendent of Schools</div>	Date