

SANTA CLARA COUNTY OFFICE OF EDUCATION
Personnel Commission

CLASS TITLE: SAFE AND HEALTHY SCHOOLS SPECIALIST, SENIOR

BASIC FUNCTION:

Under the direction of the Manager – Safe and Healthy Schools, plans, coordinates, and implements comprehensive school-wide tobacco use prevention education (TUPE) services to school districts at TUPE Consortium sites; provides technical assistance to schools for youth development and youth leadership opportunities; provides technical assistance for intervention strategies (alternatives to suspensions) and cessation resources to students and parents while promoting positive school climate and student health. The Safe and Healthy Schools Specialist, Senior class requires considerable integrity, cultural competence, self-direction, initiative, and attention to detail as well as skill in interpersonal and public relations, and the ability to organize and focus on a variety of tasks and projects simultaneously.

The Safe & Healthy Schools Specialist, Senior is an experienced-level classification. Incumbent works independently and assists with program and event planning, and provides school staff and students with training for the implementation of TUPE-related youth development activities, and intervention and cessation activities for students using tobacco, including electronic cigarettes or vapes. The Safe & Healthy Schools Specialist, Senior has experience serving and engaging youth who may be at-risk for substance use or abuse with appropriate interventions, and positive youth development activities; and provides training to the TUPE Program staff, as well as informs the Program's youth engagement strategies.

REPRESENTATIVE DUTIES:

The following duties are examples of assignments performed by incumbents in this classification. It is not a totally comprehensive list of duties, nor is it restrictive regarding job assignments.

ESSENTIAL DUTIES:

Reviews program interventions and activities to ensure youth at risk for substance use or abuse receive appropriate supports and engagement strategies through the TUPE Program.

Provides professional development and consultation to increase prevention strategies and alternatives to suspensions using a multi-tiered systems of support framework to district and schools that promote positive school culture, climate and student health.

Leads and participates in a variety of activities involved in the implementation of tobacco use prevention education (TUPE) youth development, intervention or cessation activities.

Coordinates, develops, and implements all TUPE youth development activities and assists TUPE Supervisor in assuring program activities comply with established project goals, objectives, strategies, and services.

Provides technical assistance to TUPE site coordinators and other school staff regarding intervention and cessation activities, such as Brief Intervention for Substance Using Adolescents.

Trains and provides ongoing support for TUPE team, TUPE site coordinators, middle school and high school peer advocates or peer educators.

Provides technical assistance to TUPE site coordinators and peer educators regarding student-led activities and projects, such as classroom presentations and school-wide events.

Co-coordinates and provides ongoing support for the Peer Advocate Program, Santa Clara County Youth Coalition Community Advocate Teens of Today (CATT) and other youth leadership clubs on school campuses.

Organizes SCCOE TUPE Youth events such as the Middle School Youth Conference, Peer Advocacy Training, End of the Year Peer Advocate Reflection, and other youth development events.

Serves as a liaison between the County Office, school districts, and students and outside agencies regarding intervention and cessation strategies; responds to inquiries and provides information concerning related activities, policies, procedures and objectives.

Distributes and collects student applications and surveys, as required for project activities.

Compiles and analyzes a variety of data related to TUPE intervention and cessation activities; prepares and maintains a variety of narrative and statistical records, reports and files related to assigned activities.

Communicates with County Office personnel, students and various outside agencies to exchange information, coordinates activities and resolve issues or concerns.

Assists in assuring budget expenditures do not exceed established limitations.

Assists with registration and arranges transportation for students to attend trainings and conferences, such as Teens Tackle Tobacco, as needed.

Attends and participates in various meetings, conferences and in-services and special events; prepares and delivers oral presentations concerning youth development, intervention or cessation activities to students, parents or school administrators.

Establishes and maintains cooperative and collaborative work relationships with school personnel, students, families and community agencies to form partnerships and service plans to meet the needs of all students.

Maintains coalition memberships such as Santa Clara County Tobacco Coalition, Queer Prom Planning Committee and other agency coalitions as it pertains to student health and wellness.

Receives requests for staff development; assesses specific training needs; researches materials and latest studies relevant to specific staff development topics; assists in developing capacity building and sustainability plans for districts, schools and consortia.

Reviews program needs based on the analysis of appropriate data and recommends program changes accordingly.

Participates in the program's team effort to identify, prioritize and resolve problems related to student health and safety; especially as these issues often disproportionately impact minority or other priority populations as identified in the TUPE grant.

Uses word processing, database, graphic, and spreadsheet software programs as well as standard office equipment and other peripheral device.

Assists in special projects related to grant development, implementation and reporting.

OTHER DUTIES:

Performs related duties as required.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Principles of alcohol, tobacco, and other drug prevention, intervention, and cessation including the handling of tobacco and/or e-cigarette devices.

Alcohol, tobacco, and other drug intervention and cessation programs and approaches.

Effective office principles, procedures, and practices including proper report writing, document construction and editorial enhancement techniques.

Student health programs, effective parenting communication skills, child development, positive behavioral interventions and supports, and tobacco education services.

Risk factors which impact academic achievement, such as: socio-economic issues, family dynamics, parenting challenges, cultural barriers, substance abuse, adolescent addiction.

Principles of training, leadership, facilitation, and management with groups of various abilities, cultures, and development stages.

Program evaluation standards.

Interpretation and use of assessment results.

Personal computer operations, peripheral devices, and software programs used for word processing, online platforms, spreadsheets, web-enabled databases, web technology, and graphics.

ABILITY TO:

Lead and participate in a variety of activities involved in the implementation of tobacco-use prevention education (TUPE) intervention and cessation activities.

Train and provide ongoing support for TUPE site coordinators and other school staff implementing intervention and cessation activities.

Communicate with current tobacco users in a non-judgmental, supportive way.

Facilitate one-on-one and small group discussions, as well as group meetings and trainings.

Read, comprehend, and interpret applicable state and federal laws, rules, regulations, statutes, and ordinances.

Plan, organize, and implement technical support and training related to school climate and student health and wellness.

Use critical thinking and problem solving skills to identify, prioritize and implement services.

Be sensitive to the needs of students of diverse racial and ethnic backgrounds.

Identify, promote, and implement resources for school improvement.

Effectively communicate in both oral and written forms.

Work variable hours including evenings and weekends with minimal supervision, driving to program school sites.

Operate standard office equipment including, but not limited to, a laptop/personal computer, fax machine, calculator, copier, and other peripheral equipment.

Use word processing, graphic, database, web technology, online conference platforms, spreadsheet, and other software programs.

Establish and maintain cooperative relationships with those contacted in the course of assigned duties.

Analyze situations accurately and adopt an effective course of action.

Meet schedules and timelines.

Work independently with little direction.
Plan and organize work.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: Bachelor's degree from an accredited college or university with major coursework in public health, education or related field and, four years' experience working with youth in an education setting or related field, including experience working with diverse communities, and facilitating youth development, and at least one year incumbency as a Safe and Healthy Schools Specialist or comparable directly related experience that provides the required knowledge, abilities and skills.

LICENSES AND OTHER REQUIREMENTS:

A valid Class C California Driver's License.
A safe driving record that meets the SCCOE's insurance requirements.

WORKING CONDITIONS

ENVIRONMENT:

Indoor office environment.
Work hours beyond the normal workday.
Participate in meetings, conferences and professional development activities locally and outside the area.
Frequent driving of a car may also be required.

PHYSICAL DEMANDS:

Hearing and speaking to exchange information in person and on the telephone.
Seeing to read, prepare and proofread documents, perform assigned duties.
Sitting or standing for extended periods of time.
Dexterity of hands and fingers to operate a computer keyboard and other office equipment.
Kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally as needed.
Lifting light objects.



Marisa Perry
Interim Director – HR/Classified Personnel

Date: 5/13/2020

Approved by Personnel Commission: May 13, 2020