

## SANTA CLARA COUNTY OFFICE OF EDUCATION

### **CLASS TITLE: SUPERVISOR - TOBACCO USE PREVENTION EDUCATION**

#### **BASIC FUNCTION:**

Under the direction of the Manager or Coordinator within School Climate, Leadership & Instructional Services (SCLIS) Department, serves as the Santa Clara County Office of Education's (SCCOE) technical assistance coordinator for a broad range of student services under the Tobacco Use Prevention Education Comprehensive Tier 2 grant and other TUPE grants as assigned, as well as staff, family, and community engagement and education, including, but not limited to, developing multilingual materials to educate students and parents on the dangers and risks associated with tobacco, vaping, and cannabis use, supporting TUPE Specialist(s) in/at TUPE sponsored events such as the Peer Advocate Trainings, Peer Advocate Advisory Council (PAAC), parent meetings, school board meetings, and city or state meetings with elected officials, collaborate with public health, behavioral health, and community based non-profits, in all grant consortium schools, and collaborate closely with the School Climate, Leadership, and Instructional Services Department to ensure successful alignment with the department's work plan and mission, plans, organizes, and implements evidence-based programs and projects; serves as a liaison for special assignments; supervises and evaluates the performance of assigned personnel.

#### **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:**

Serves as the technical assistance coordinator for the Tobacco Use Prevention Education (TUPE) Comprehensive Tier 2 grant and other grants as assigned; coordinates and provides districts with coaching, and technical assistance to support program efforts, tobacco-free certifications, reporting and grant implementation; designs memorandums with consortium school districts.

Participates in the development and implementation of departmental and TUPE program policies and procedures.

Proactively support districts, schools, TUPE site coordinators, and TUPE peer educators, in developing, implementing, and communicating model policies and procedures related to tobacco, vaping, and cannabis.

Conducts and evaluates training for school personnel and provides program information and technical assistance to districts, schools, and consortia as it relates to student tobacco use, latest vape/e-cigarette trends, grant compliance, program implementation, and alternatives to suspensions, youth engagement and other topics relevant to the TUPE program.

Coordinates and chairs state and local coalitions, conferences, advisory committees, and serves as a liaison between the California Department of Education (CDE), SCCOE and school districts.

Maintains TUPE data collections, summary analysis, and works closely with the SCCOE Evaluation Team to prepare data reports to California Department of Education or other grant funders, provides summary data and shares program impact to consortium schools or SCCOE.

Develops and manages grant budgets and expenditures; analyzes and reviews budgetary and financial data; controls and authorizes expenditures in accordance with established limitations and allowable costs; monitors revenue receipts and projections; prepares various financial and budget reports to grant funders.

Engages in grant writing activities to maintain and secure additional monetary funds and resources; works closely with the TUPE Manager and Senior, Administrative Data Technician to submit budget expenditure or progress reports through TUPE Gems, or other grant reporting systems.

Creates memorandums of understanding (MOUs) to contract with business partners, district offices, schools, consultants, and non-regular employees to implement educational solutions.

Supervises and evaluates the performance of assigned staff; interviews and selects employees and recommends transfers, reassignments, terminations, and disciplinary actions; coordinates subordinate work assignments and schedules, and reviews work to assure compliance with established standards, requirements, and procedures; assures employee understanding of established requirements.

Creates and disseminates multilingual educational materials and resources as it relates to the grant program for students, parents, and the greater community.

Prepares and maintains a variety of reports, records and files related to personnel and assigned activities.

Communicates with administrators, personnel, and outside organizations to coordinate activities, resolve issues, and exchange information; attends a variety of meetings as assigned.

Operates a computer and assigned software programs; operates other office equipment as assigned.

**OTHER DUTIES:**

Performs related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Working knowledge of tobacco use trends among youth.

TUPE regulations and requirements.

Alternative strategies to suspensions.

California Health Framework.

Strategic planning including educational policies.

Interpretation and use of assessment results.

Program evaluation standards.

Professional development in designing, interpreting, and using assessment.

Laws, rules, and regulations related to assigned activities.

Modern office practices, procedures, and equipment.

Basic budgeting practices regarding monitoring and control.

Principles and practices of supervision and training.  
Correct English usage, grammar, spelling, punctuation, and vocabulary.  
Oral and written communication skills.  
Interpersonal skills using tact, patience, and courtesy.  
Operation of a computer and assigned software.

**ABILITY TO:**

Organize and direct operations, activities, and staff in support of assessment activities.  
Train and evaluate the performance of assigned personnel.  
Consult and coach district and school leaders in support of health and wellness activities.  
Conduct training for teachers and administrators for small group and large audiences.  
Maintain current knowledge of program rules, regulations, requirements, and restrictions.  
Perform duties and responsibilities using independent judgment and personal initiative.  
Operate a variety of office equipment including a computer and assigned software.  
Respond to requests and inquiries.  
Interpret, apply, and explain rules, regulations, policies, and procedures.  
Plan and organize work.  
Meet schedules and timelines.  
Maintain records and prepare reports.  
Analyze situations accurately and adopt an effective course of action.  
Communicate effectively both orally and in writing.  
Establish and maintain cooperative and effective working relationships with others.

**EDUCATION AND EXPERIENCE:**

*Any combination equivalent to:* Bachelor's degree in health or related field and three years of related experience.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California Class C driver's license.  
A safe driving record which meets the SCCOE's insurance requirements.  
May require: bilingual proficiency, English and second language, as specified by the SCCOE.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office environment.  
Driving a vehicle to conduct work.  
Constant Interruption.

**PHYSICAL DEMANDS:**

Hearing and speaking to exchange information.  
Dexterity of hands and fingers to operate a computer keyboard.  
Seeing to read a variety of materials.

Approved by the Personnel Commission: June 12, 2013  
Revised: 08/17/16; 09/19/18; 07/14/21



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Marisa Perry  
Director – HR/Classified Personnel Services

Date: 07/14/21