



**Orange County Department of Education
Human Resources Department
Classified Management Class Specification**

Coordinator, Prevention Education

**Class Code: 1161
Work Days: 210**

GENERAL PURPOSE

Develop, implement, and manage prevention education program and planning activities; provide technical assistance, advisory planning, and consultant services; serve as a liaison with the school site staff, the Orange County Department of Education project staff, and community agencies; and provide highly responsible and complex staff assistance to higher level management staff.

SUPERVISION RECEIVED AND EXERCISED

1. Receives direction from higher-level management staff.
2. Exercises direct supervision over professional and technical staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES

This position description is intended to describe the general nature and level of work performed by an employee assigned to this position. This description is not an exhaustive list of all duties, responsibilities, knowledge, skills, abilities, and working conditions associated with this position. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

1. Recommend and assist in the implementation of goals, objectives, and strategic plan; establish schedules and methods for providing specialized services; implement policies and procedures.
 2. Implement science-based programs and activities that effectively prevent alcohol, tobacco, and other drug use.
 3. Coordinate and network with healthcare, prevention, and community agency representatives.
 4. Participate in and lead countywide prevention education programs.
 5. Provide fiscal and year-end reports for county and state.
 6. Coordinate and assist with countywide and/or regional program meetings with district and site representatives.
 7. Serve as a resource to parents and district, school site, OCDE, and community agency staff related to county prevention resources.
 8. Assist districts in evaluating and selecting research-based curriculum
 9. Provide in-services and staff development for school personnel.
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ESSENTIAL DUTIES AND RESPONSIBILITIES (cont.)

10. Select, train, supervise, and evaluate assigned personnel; work with employees to correct deficiencies.
11. Provide coaching to employees; collaborate on goal development, set clear expectations, provide constructive feedback, and check in regularly for understanding.
12. Plan, prioritize, assign, supervise, and review the work of staff responsible for providing services within Payroll Unit; prepare work schedules for appropriate staff.
13. Coordinate and participate in county committees representing alcohol, tobacco, and other drug prevention.
14. Maintain records and develop reports concerning new or ongoing programs and program effectiveness; maintain records for instructional programs and activities; prepare statistical reports as required.
15. Demonstrate attendance sufficient to complete the duties of the position as required.
16. Perform related duties similar to the above in scope and function as required.

QUALIFICATIONS (KNOWLEDGE, SKILL, ABILITY REQUIREMENTS)

Knowledge of:

1. Recent research findings and trends relating to prevention education programs, including research and data on youth behaviors.
2. California Healthy Kids Survey.
3. Parent training and skill building programs.
4. California Education Code, California Administrative Code, and the policies, rules, and regulations of the Orange County Department of Education.
5. Local Control Funding Formula (LCFF) and Local Control Accountability Plans (LCAP)
6. Principles of effective supervision, leadership, training, coaching and performance evaluation.
7. Procedures, methods, and techniques of project and workflow management and organization.
8. Asset Building and Youth Development.
9. Instructional, behavior management, and facilitation strategies.
10. Community-based organizations, educational agencies, law enforcement agencies, other local, state, and federal agencies, and private organizations sector.
11. Software and internet tools necessary to promote communication and learning.

Ability and Skill to:

1. Plan, implement, and coordinate activities and procedures designed to ensure the successful completion of projects.
2. Select, train, lead, coach, direct the work of, supervise, and evaluate professional and technical employees; effectively delegate authority and responsibility.
3. Interpret the organizational and division strategic plan and create relevant goals and plans for assigned areas.
4. Compile, analyze, interpret, and report research findings.
5. Establish and maintain effective working relationships with various constituencies.
6. Understand, interpret, and explain laws, codes, contracts, policies, and procedures.
7. Develop and present training materials.
8. Prepare clear and concise correspondence, reports, and other written materials.
9. Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.

Education, Training and Experience:

A typical way of obtaining the knowledge, skills, and abilities outlined above is a Bachelor's degree from an accredited college or university with major course work in prevention, health education, or a related field, and four years of responsible educational experience involving alcohol, tobacco, and other drug prevention education programs.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this job, employees are regularly required to bend, stoop, push, pull, grasp, squat, twist, kneel, walk, sit, and reach to access materials or equipment and complete other tasks as assigned; lift and carry up to 25 pounds; and lift from ground, waist, chest, shoulder, and above shoulder level. The position may include occasional need to traverse uneven surfaces.

Employees in this classification are to be able to travel countywide to a variety of sites within a reasonable time frame; read written and electronic materials; communicate clearly in person, on the phone, and via email; and operate all required equipment.

Mental Demands

While performing the duties of this class, employees are regularly required to use written and oral communication skills; read and interpret information; analyze and solve problems; use mathematical reasoning; make observations; learn and apply new information or skills; perform highly detailed work; work on multiple, concurrent tasks with frequent interruptions; work under intensive deadlines and meet productivity requirements; and interact successfully with various groups of people encountered in the course of work.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Employee typically works in an office environment that is variably paced with moderate to high pressure.

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