

TOBACCO USE PREVENTION EDUCATION PROGRAM SPECIALIST

SALARY:	\$84,834.24 to \$96,817.92 Annually (Range 61)
LENGTH OF SERVICE:	228 Days Per Year
	<i>This is a grant-funded position. Continuation of the position is contingent upon continuation of the grant.</i>
APPLICATION DEADLINE:	September 28, 2020 (4:00 PM PST)
LOCATION:	Innovation & Engagement, San Bernardino

POSITION DESCRIPTION

Under the leadership of the Program Coordinator, Reaching the Whole Child, the Tobacco Use Prevention Education (TUPE) Program Specialist is responsible for assisting with the day-to-day operation of the TUPE Program. This position will also support, coordinate and facilitate the comprehensive integrated health education and other related prevention program trainings and presentations for school districts, addressing at-risk populations, chemical dependency and mental health. The TUPE Program Specialist will also provide technical assistance and support for TUPE intervention and cessation activities at school sites serving students in grades K – 12.

ESSENTIAL JOB FUNCTIONS

- Assists with the day-to-day operation of the TUPE program;
- Supports comprehensive integrated health education and other related programs;
- Facilitates presentations, trainings and workshops;
- Develops and maintains budget and financial records;
- Maintains required program records;
- Ensures grant and lead education agency (LEA) compliance with guidelines and certifications;
- Plans, monitors and conducts ongoing evaluation of prevention programs and assigned projects;
- Facilitates communication, collaboration and outreach between schools, agencies, contractors and district staff to support program implementation;
- Provides technical assistance, support and guidance to school districts and charter schools to support program implementation;
- Coordinates and manages the California Healthy Kids Survey;
- Coordinates and facilitates meetings;
- Attends district, county and state meetings;
- Collaborates with district personnel to seek ongoing local, state and federal funding to enhance a safe, disciplined, tobacco and drug-free learning environment at all school sites;
- Develops and maintains positive working relationships with district coordinators, administrators, community and business organizations and statewide stakeholders;
- Performs related duties as assigned.

JOB REQUIREMENTS

Experience working with coordinated school health and/or student assistance programs; maintaining department or project budgets; facilitating trainings and workshops; working with PC and/or Macintosh computers and software applications;

Skill in conducting meetings and presentations, facilitating work group activities, gathering and disseminating support resources;

Knowledge of health and prevention education, (i.e. drug, alcohol and tobacco, bullying, trauma-informed care, mental health practices); public health practices and procedures; adult learning theory and coaching skills; public speaking and presentation skills; local, state and federal regulations, funding and policies related to schools, including LEA organization, operations, policies and objectives;

Ability to work independently; establish and maintain effective working relationships; work collaboratively with a variety of individuals and groups; communicate effectively orally and in written form; exercise sound judgment; establish appropriate priorities; manage multiple projects; interpret and communicate policies and procedures; travel to various locations;

Physical abilities include standing and sitting for extended periods, talking/hearing, near and far visual acuity, pushing/pulling, lifting, reaching, carrying, field of vision, fine manual dexterity.

MINIMUM QUALIFICATIONS

- Two (2) years experience working with school health or other prevention programs;
- Two (2) years experience facilitating trainings and workshops;
- One (1) year experience maintaining department or project budgets;
- Three (3) years of experience working in a school district or county office of education;
- Possession of a high school diploma (or its equivalency) or higher or possession of a GED.

DESIRED QUALIFICATIONS

- Coursework in psychology, behavioral science or a related field.
- Experience in the facilitation and implementation of Student Assistance Programs.

NECESSARY MATERIALS FOR APPLICATION

- **Completed Ed-Join application;**
- **Letter of application;**
- **Current résumé;**
- **Three (3) current (signed and dated within 3 years) letters of reference.**
- **Applicants must meet minimum qualifications and provide all necessary materials prior to the stated deadline in order to qualify as a candidate.**

APPLICATION PROCESS: All applications must be submitted through Ed-Join. Go to the San Bernardino County Superintendent of Schools website at www.sbcss.k12.ca.us; click on Human Resources; scroll down then click on “Click Here” to access the EDJOIN website and attach your online profile ***to this job posting #***. If you are disabled and need reasonable accommodations to complete the application process, please contact Human Resources at 760 East Brier Drive, San Bernardino, CA 92408 • (909) 386-9561. This facility is handicapped accessible.

The County Superintendent of Schools recognizes that the County Superintendent of Schools Office has primary responsibility for ensuring that it complies with applicable state and federal laws and regulations. The County Superintendent of Schools does not discriminate on actual or perceived sex, sexual orientation, gender, gender identity, gender expression, ethnic group identification, race, immigration status, ancestry, national origin, religion, colour, mental or physical disability, age or on the basis of a person's association with a person or group with one or more of these actual or perceived characteristics, or any other basis protected by federal, state or local law, ordinance or regulation, in its educational program(s) or employment. No person shall be denied employment solely because of any impairment which is unrelated to the ability to engage in activities involved in the position(s) or program for which the application was made.

State law requires all of our employees to be fingerprinted for the purpose of a confidential background investigation and prohibits the commencement of employment until the background investigation has been completed. Proof of freedom from active tuberculosis based upon an intra-dermal test must be furnished at time of employment. Public Law 99-603 (Immigration, Naturalization & Control Act of 1986) requires that all employees hired after November 6, 1986 provide proof of work eligibility. If hired, please be prepared to present appropriate documentation verifying identity and ability to work legally in the U.S.