



**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 to Orange County school districts; serve as a liaison with the school site staff, the Orange County Department of Education (OCDE) project staff, and community agencies; and provide 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 being 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 promote health literacy, including alcohol, tobacco, and other drug prevention.
 3. Coordinate and participate in collaborative efforts, including county, regional, and/or state-level prevention education focused committees that are comprised of education, public health, healthcare, and community agency representatives.
 4. Develop and lead countywide prevention education activities for students, families, and staff.
 5. Provide fiscal and year-end reports for county and state.
 6. Serve as a resource to parents and district, school site, OCDE, and community agency staff related to county prevention resources.
 7. Assist districts in evaluating and selecting research-based curriculum
 8. Select, train, plan the work of, supervise, and evaluate staff; provide coaching to employees; collaborate on goal development; set clear expectations; provide constructive feedback; assist in improvement as needed; and check in regularly for understanding.
 9. 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.
 10. Demonstrate attendance sufficient to complete the duties of the position as required.
-

-
11. 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, skill-building programs, asset building, and youth development.
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. Instructional, behavior management, and facilitation strategies.
9. Community-based organizations, educational agencies, law enforcement agencies, other local, state, and federal agencies, and private organizations.
10. 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 in prevention, health education, or a related field and four (4) years of educational experience involving alcohol, tobacco, and other drug prevention education programs; or an equivalent combination of training and experience.

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.

Physical Demands

Employees must be able to perform the essential functions of the position with or without accommodation. Employees in this classification must be able to travel countywide to a variety of sites within a reasonable time frame, read written and electronic materials, and communicate clearly with those contacted through the course of work (typically in person, on the phone, and via email); perform deskwork for extended periods; and access and operate all required equipment for job duties. The position may include occasional need to traverse uneven surfaces and move items weighing up to 25 pounds.

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 essential functions.

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