

Project Specialist, Tobacco Use Prevention Education

Serve as a liaison between the County Office of Education, school districts, students, and outside agencies regarding research-validated substance abuse prevention programs; respond to inquiries and provide information concerning related activities, policies, procedures and objectives. Distribute and collect student surveys, as required for project activities.

Compile information and prepare and maintain a variety of narrative and statistical records, reports and files related to assigned activities.

Communicate with County Office of Education personnel and various outside agencies to exchange information, coordinate activities and resolve issues or concerns.

Operate a variety of office equipment including a copier, fax machine, projector, computer and assigned software; drive a vehicle to conduct work.

Assist in assuring budget expenditures do not exceed established limitations.

Attend and participate in various meetings, conferences, professional learning opportunities, and special events; prepare and deliver oral presentations concerning youth development activities.

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Visit project sites to observe activities, confer with teachers and staff, and provide technical support.

Monitor services provided by subcontractors to assure compliance with standards, requirements, and contact specifications.

Work collaboratively with individuals and groups from diverse backgrounds.

Prepare and deliver oral presentations.

Evaluate the performance of assigned personnel and provide direction to staff.

Prepare and maintain a variety of comprehensive reports, records and files.

Communicate effectively both orally and in writing.

Establish and maintain cooperative and effective working relationships with others.

Analyze situations accurately, identify and evaluate schools' needs in regards to TUPE and adopt an effective course of action.

Meet schedules and timelines.

Work independently with little direction.

Interpret, apply and explain applicable policies and procedures.

Operate a variety of office equipment including a computer and assigned software.

Use interpersonal skills including tact, patience, courtesy, and cultural sensitivity

EDUCATION AND EXPERIENCE:

Any combination of education and experience equivalent to: a bachelor's degree in education, psychology, behavioral studies, sociology, public health or related field. Two (2) years of experience in school climate and/or health and wellness development.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license

WORKING CONDITIONS:

ENVIRONMENT:

Community, office, San Mateo County Court and Community Schools, school districts throughout San Mateo County, classroom and outdoor environments.

Driving a vehicle to conduct work at Court and Community School sites and other school sites throughout San Mateo County.

PHYSICAL DEMANDS:

Ability to exchange information in person and on the telephone as well as make presentations.

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