

## **ELK GROVE UNIFIED SCHOOL DISTRICT**

### **CLASS TITLE: TOBACCO USE PREVENTION EDUCATION COORDINATOR**

#### **BASIC FUNCTION:**

Under the direction of the Director-Prevention/Intervention, organize, plan and implement programs related to tobacco use prevention and intervention; coordinate and monitor Tobacco Use Prevention Education (TUPE) program activities; serve as a liaison between school site prevention coordinators, administrators, personnel and private and public community organizations.

#### **ESSENTIAL FUNCTIONS:**

Organize, plan and implement programs related to tobacco use prevention and intervention; assist in the development and implementation of community-wide projects by collaborating with existing community resources and leaders.

Coordinate and monitor TUPE program activities; assist school personnel with coordinating parent and community education and involvement with TUPE activities.

Serve as a liaison between school site prevention coordinators, administrators, personnel and private and public community organizations; respond to inquiries and provide information related to TUPE programs and activities.

Communicate with District personnel, students and parents to exchange information, resolve issues or concerns and enhance prevention activities.

Prepare and maintain a variety of records and reports related to assigned programs and activities and required by State and District agencies; compose promotional and informational newsletters, announcements and memoranda.

Compile information and utilize a variety of local, State and federal resources to enhance TUPE programs and activities.

Maintain and oversee program budget; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established limitations.

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

Attend and participate in assigned meetings, committees and organizations.

Perform related duties as assigned.

**DEMONSTRATED KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Prevention and intervention techniques.  
Resources and programs related to tobacco use prevention.  
Policies and objectives of assigned programs and activities.  
Operation of a computer and assigned software.  
Record-keeping and report preparation techniques.  
Oral and written communication skills.  
Applicable laws, codes, regulations, policies and procedures.  
Interpersonal skills using tact, patience and courtesy.  
Budget preparation and control.  
Modern office practices, procedures and equipment.

**ABILITY TO:**

Organize, plan and implement programs related to tobacco use prevention and intervention.  
Coordinate and monitor TUPE program activities.  
Serve as a liaison between school site prevention coordinators, administrators, personnel and private and public organizations.  
Operate a computer and assigned software.  
Record-keeping and report preparation techniques.  
Communicate effectively both orally and in writing.  
Establish and maintain cooperative and effective working relationships with others.  
Learn District organization, operations, policies and objectives.  
Work independently with little direction.  
Meet schedules and time lines.  
Plan and organize work.  
Maintain consistent, punctual and regular attendance.  
Move hands and fingers to operate a computer keyboard.  
Hear and speak to exchange information.  
See to read a variety of materials.

**EDUCATION AND EXPERIENCE REQUIRED:**

Any combination equivalent to: bachelor's degree and three years teaching experience including some experience in a prevention or intervention program.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California Teaching or PPS Credential.  
Valid California Class C driver's license.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office environment.

Driving a vehicle to conduct work.