



## TEHAMA COUNTY DEPARTMENT OF EDUCATION JOB DESCRIPTION PROJECT COORDINATOR DRUG-FREE COMMUNITIES

### DEFINITION:

Under the general supervision of the County Superintendent or Designee, this position will perform a variety of duties interacting with students, teachers, parents, schools, and community agencies to prevent substance abuse among the youth of Tehama County with the purpose of accomplishing the goals of the Tehama County Drug-Free Community Coalition grant. Position contingent upon funding.

### ESSENTIAL FUNCTIONS AND JOB DUTIES:

Any one position may not include all of the listed duties, nor do all of the listed examples include all tasks, which may be found in positions within this classification.

- Recruit youth, families and community members to participate in the Tehama County Drug-Free Community Coalition.
- Increase community collaboration for a drug/alcohol-free county by providing leadership in policy development, strategic planning and coalition building.
- Provide training and support for community youth, families and program participants addressing drug/alcohol-free skill development, mentoring and access to resources.
- Disseminate program information throughout the county through the development of a program marketing plan and establishment of a county-wide communication structure.
- Develop a system of recognition and rewards for youth, families and community partners willing to commit to a drug/alcohol-free lifestyle.
- In cooperation with Administration, oversee the program budget and maintain documentation of in-kind time and donations.
- Monitor progress of the Coalition and comply with Federal reporting requirements.
- Coordinate the Drug-Free Communities (DFC) Support Program from the Substance Abuse and Mental Health Services Administration (SAMSHA) to reduce substance abuse in the community.
- Plan, organize and coordinate drug and alcohol use prevention activities and presentations, including: trainings, workshops, conferences, luncheons, assemblies, parent forums, fundraising events and safe and drug-free activities.
- Remain current on the latest drug and alcohol use research and trends.
- Work closely with county districts/schools to provide drug- and alcohol-free information, recognition events and training activities for middle and high school students.
- Gather information and analyze data for the purpose of evaluating and adjusting programs when necessary in accordance with funding program requirements.
- Participate in community and district/school collaborative meetings and committees to reduce substance use in our school-aged youth.
- Work closely with program staff to coordinate services and share information.
- Maintains confidentiality.
- Drive for department business.
- Performs other related duties as assigned.

### EXPERIENCE and EDUCATION:

Any combination of education, training and experience that demonstrate ability to perform the duties and responsibilities as described.

- Bachelor's degree or higher from an accredited college or university with an emphasis in psychology, behavioral sciences, health sciences or related field.
- Master's degree preferred.
- Three (3) or more years paid or volunteer experience in community programs.
- Experience in facilitating groups.





Tehama County Department of Education  
Job Description  
Project Coordinator – Drug-Free Communities

Official:   
Effective: 11/04/19

- Experience in public speaking.
- Experience working with federal and/or state funded programs.
- Valid California driver's license and evidence of insurance.

KNOWLEDGE OF:

- Principles, methods, procedures and strategies utilized in the development of a comprehensive program designed to reduce and/or prevent problems associated with high risk behavior among children of school age such as drug, alcohol, tobacco use.
- Effective interpersonal and team building skills.

ABILITY TO:

- Maintain confidentiality.
- Communicate effectively in oral and written form.
- Speak, read, and write appropriate English.
- Understand and carry out oral and written directions with minimal accountability controls.
- Establish and maintain cooperative working relationships.
- Travel extensively in local area as well as out of the area.
- Flexibility in managing work time to meet position requirements.

PHYSICAL DEMANDS:

The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions.

- Persons performing service in this position classification will exert up to 30 pounds of force frequently to lift, carry, push, pull, or otherwise move objects. This type of work involves sitting most of the time, but may involve walking or standing for extended periods.
- Perceiving the nature of sound, near and far vision, depth perception, providing oral information, the manual dexterity to operate business related equipment, the ability to handle and work with various materials and objects are important aspects of this job.

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

TERMS OF EMPLOYMENT:

Salary and work year to be established by County Superintendent.

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Created: <u>January 21, 2016</u>	Revised: <u>November 4, 2019</u>
<b>APPROVED</b>	
Print Name: <u>Noelle DeBortoli</u>	Title: <u>Executive Director, Human Resource Services</u>
Signature: <u></u>	
Date: <u>November 4, 2019</u>	