PROGRAM SPECIALIST, DRUGS, ALCOHOL AND TOBACCO EDUCATION

DEFINITION
Under direction, to assist in the planning, development and implementation of the policies, regulations, guidelines and procedures pertaining to District, Federal and State D.A.T.E. special projects; to serve as a resource to District personnel and site councils, and community members pertaining to safe school and D.A.T.E specially funded programs; to assist in the development, preparation and distribution of the specially funded program curriculum and instruction; to audit, monitor and review the special project budget control procedures and project compliance requirements; and to do other related functions as directed.

DISTINGUISHING CHARACTERISTICS
This position classification requires subject matter expertise commonly associated with curriculum and instruction knowledge and skills, particularly in the areas of drug, alcohol, tobacco and safe school instruction. Responsible and directly related teaching and instruction experience is required to perform demonstration teaching, in-service training, and problem analysis using prescribed principles, methods and concepts. The position classification performs decision analysis and makes decisions of considerable consequence. The functional role of this position classification requires the application and interpretation of data, facts, procedures, and policies. The incumbent meets frequently with school administrators, teachers, internal staff and members of the community to communicate information, data, and alternative problem solutions. This a position classification that performs light work that involves sitting a portion of the time, but does require walking and standing for extended periods. This position requires accurate distinguishing of sound, near and far vision, depth perception, handling and working with educational materials and objects, and providing and receiving oral information.

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

EXAMPLES OF DUTIES
- Assists in the planning, organization and coordination of the District's safe school and specially funded programs.
- Aids in the planning, organization and coordination of staff development workshops and clinics, field trips, assemblies, and a variety of other D.A.T.E. and safe school functions and activities.
- Confers with, counsels and advises administrative and instructional personnel and site councils concerning safe school and drug, alcohol and tobacco control functions and activities.
- Serves as a resource pertaining to the organization, development and preparation of specially funded school plans.
- Reviews, investigates and offers recommendations pertaining to the requisition and purchase of special project instructional materials and equipment.
- Participates in the student safety and supervision program to ensure a secure and safe school environment.
• Researches, reviews and seeks out private, State and Federal funding sources.
• Serves on a variety of school and District advisory committees, and community action groups.
• Participates in community and school support groups activities, including organizing and coordinating the activities of volunteer parent groups.
• Plans, organizes and develops specially funded grant proposals.
• Pursues needs assessments and aids in the development of D.A.T.E. project goals and objectives.
• Assists in the planning, organization and implementation of project evaluation and assessment processes.
• Reviews and analyzes evaluation and assessment documentation and recommends revisions to special project plans.
• Performs a variety of communication and presentation functions to further community understanding of the D.A.T.E. project purpose, and its interface with the District curriculum and instruction process.
• Serves as the liaison to County, State and Federal agencies responsible for special project guideline and procedure compliance.
• Performs supervisory performance appraisal and evaluation of project personnel, and provides technical evaluation of site certificated staff.
• Works closely with support and ancillary staff members in the conduct of student assessment programs, and in the development of instructional materials.

QUALIFICATIONS

Knowledge of:
• Principles, goals and objectives of public education;
• Methods, techniques, procedures and strategies pertaining to the assessment and evaluation of the specially funded projects;
• Legal mandates, policies, regulations, and operational guidelines pertaining to the specially funded programs and public school administrative processes;
• County, State and Federal special funding sources and the trends pertaining to grant proposal development;
• Research techniques, strategies and procedures.

Ability to:
• Provide specialized resource support in the coordination of creative and innovative D.A.T.E. programs and projects;
• Analyze, evaluate and assess D.A.T.E programs;
• Plan, organize and develop research and survey techniques;
• Plan, organize and participate in the evaluation and assessment of the D.A.T.E. specially funded project programs and activities;
• Effectively serve as a resource to administrative and instructional personnel and community members concerning safe school programs;
• Establish and maintain a budget planning and expenditure control procedure;
- Establish and maintain effective organization, community and public relationships;
Communicate effectively in oral and written English, and in a second language as required by the assignment;
Understand and carry out oral and written directions with minimal supervisory control.

EXPERIENCE AND EDUCATION
Any combination of experience and training that would likely provide the required knowledge and skill is qualifying. A typical way to obtain the required knowledge and skill would be:

Experience:
Three years of experience as a guidance counselor or classroom teacher at the elementary or secondary level, including one year of experience organizing and coordinating specially funded project activities.

Education:
Possession of an earned Master of Arts or higher degree from an accredited college or university in an area commonly taught in the elementary or secondary school levels, instructional technology, curriculum and instruction supervision, or closely related areas.

CERTIFICATION REQUIREMENT
Possession of a California credential authorizing service as a supervisor of special curriculum and instruction programs.

License Requirement
Possession of a valid California Motor Vehicle Operator's License.

Condition of Employment
Insurability by the District's liability insurance carrier.