



Date Adopted:

Salary Schedule: CORE

## **Job Description: Program Specialist – Student Services – Tobacco Use Prevention Program (TUPE) Implementation**

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### **BASIC FUNCTION**

Under direct supervision, the Program Specialist will provide support to the Coordinator of Student Health, Wellness & Prevention, the Director of Student Services and other designated staff across the continuum of services relative to the Tobacco Use Prevention Education (TUPE) program. The Program Specialist will assist in monitoring TUPE sponsored programs to assure grant compliance, assist district and school personnel with the planning, implementation and evaluation of services related to the TUPE grant to design and implement professional and student learning opportunities.

### **ESSENTIAL JOB FUNCTIONS**

- Maintains knowledge of state and federal legislation and regulations affecting students and/or prevention/intervention services.
- Provides coordination, consultation and program development primarily in areas of his/her expertise.
- Assists in addressing the pupil behavior in regards to alcohol, tobacco and other drugs (ATOD), with primary emphasis on tobacco usage, per TUPE grant requirements that may lead to disciplinary action, suspension or expulsion both of regular and special education per state legal requirements.
- Keep abreast of laws, legal opinions, innovative practices and community needs related to student discipline relative to ATOD usage at school, alternatives to suspension and various educational programs available.
- Supports schools to be more responsive to the needs and aspirations of the children they serve mindful of current laws, policies, practices and procedures.
- Support site administrators and advise school staffs on education code in respect to ATOD usage, possession or distribution and appropriate discipline.
- Consult and advise administrators, teachers, school counselors and other support staff regarding problem-solving techniques and related ATOD concerns.
- Guide site administrators through the referral for ATOD prevention/intervention programs and/or community agency referrals.
- Assist the Coordinator of Student Health, Wellness & Prevention (TUPE Coordinator) with individual visits with site administrators to facilitate better understanding and compliance with Botvin Life Skills Training instruction, implementation of Teen Intervene in each secondary site and administration of the California Healthy Kids Survey for 9<sup>th</sup> & 11<sup>th</sup> grades this school year.
- Develop recommendations to the TUPE Coordinator and/or Director of Student Services to meet the needs of each student receiving disciplinary action for using or distributing ATOD while at school.
- Serve as a committee member for the designated TUPE Secondary Site Advisors in the district.
- Assure implementation of the chosen curricula is done with fidelity and at the specified grade levels within the grant document.

**ESSENTIAL JOB FUNCTIONS CONTINUED**

- Design and implement effective referral and follow-up processes as needed.
- Monitors Club Live & Friday Nite Live activities to ensure a tobacco component is included as part of the youth development program activities.
- Assist with supporting student health, wellness and prevention programs related to ATOD, with primary attention to tobacco usage.

**QUALIFICATIONS**

***Knowledge of:***

- Theoretical and applied models of Student Services programs, laws and policies.
- School and Post-Secondary School services available for all types of students.
- Rules, roles and procedure requirements for referring individuals to community services agencies.
- Strategies for involving families and individuals with exceptional needs in planning and evaluation of school progress
- Development, implementation and facilitation of Professional Development for Certificated and Classified personnel.

***Ability to:***

- Manage and prioritize multiple activities.
- Communicate orally and in writing to sufficiently express thoughts, ideas, materials, and instructions clearly to students, staff, community and families.
- Collaborate effectively with intra-agency and/or inter-agency services.
- Assess individual needs, establish realistic and appropriate goals and objectives, and implement programs for high need students.
- Participate in scheduled staff meetings and other meetings related to high risk students.
- Keep accurate records and assist in report development as required.

**EDUCATION AND EXPERIENCE REQUIRED**

Three years of training and work experience in dealing with Health, Wellness and Prevention Programs within the educational setting and dealing with students who have behavior issues.

**CREDENTIAL**

The applicant must possess a Pupil Personnel Credential issued by the California Commission on Teacher Credentialing.

**LICENSE**

A current California Driver's License and proof of insurance are required.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. This position will include office and school environments.

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***Physical Abilities***

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The employee must be able to:

- Lift, carry, push and/or pull items with a strength factor of medium work.
- Hear and speak to exchange information in person or on the telephone.
- See to read a variety of materials.
- Possess dexterity of hands and fingers to operate a computer keyboard.
- Sit, stand, or walk for extended periods of time.
- Bend at the waist, kneel or crouch to file materials.
- Climb a stool/ladder.

**HAZARDS**

None identified