

COLUSA COUNTY OFFICE OF EDUCATION

CATEGORY: PROGRAM SUPPORT

CLASSIFICATION: SUPERVISOR

JOB TITLE: PREVENTION SERVICES SUPERVISOR

BASIC FUNCTION:

Under the direction of the Assistant Superintendent or designee, the Prevention Services Supervisor will serve as the County Office's representative to provide leadership, implementation, and oversight of the Education for Homeless Children and Youth (EHCY), Early Mental Health Initiative (EMHI), Foster Youth Services Coordinated Program (FYSCP), Tobacco Law Enforcement Grant Program (TLEGP), Tobacco-Use Prevention Education (TUPE), and other categorical grant prevention programs. The position will be responsible for directing and overseeing the goals and objectives of the categorical programs and develop and sustain collaborative partnerships with local and statewide agencies and organizations to further the development of the categorical programs.

REPRESENTATIVE DUTIES:

All Programs

Implement County Office and administrative policies, rules, regulations, and directives. **E**

Attend California Department of Education (CDE) meetings and conferences that apply to programs and duties of this position. **E**

Assist CDE in obtaining necessary prevention services information from LEAs. **E**

Write plans, administer and monitor budgets, complete financial and activities reports to ensure compliance with grant requirements for, EHCY, EMHI, FYSCP, TLEGP, TUPE, and other pertinent prevention service requirements necessary to enhance student services. **E**

Provide technical assistance, training or training resources and other information for maintaining knowledge of relevant research, models of effective prevention and intervention programs, curriculum, and supplemental educational materials to school sites, programs, teachers, and site administration. **E**

Maintain strict confidentiality of student information and records. **E**

Develop a referral process to refer students to appropriate prevention services. **E**

Coordinate parent education and involvement. **E**

Ensure parents and guardians are informed of educational and prevention opportunities available to their children and are provided with meaningful opportunities to participate in the education of their children. **E**

Responsible for maintaining records and following guidelines and regulations for documentation of services. **E**

Provide technical assistance and coordination of services regarding community resources, promoting partnerships and linkages with agencies that support these educational and prevention programs. **E**

Conduct regular meetings with district liaisons. **E**

Supervise and evaluate the performance of assigned staff. **E**

Perform related duties as assigned.

Education for Homeless Children and Youth (EHCY)

Assist LEAs with enrollment disputes in accordance with the McKinney-Vento Homeless Act section. **E**

Provide technical assistance, staff development and training regarding program guidelines and requirements, including identification process for children and youth that are homeless. **E**

Provide academic support, advocacy and service coordination for eligible homeless children and youth as appropriate, working with individual youth from preschool through high school. **E**

Inform parents and guardians, and unaccompanied youth, of all homeless services and assist parents with accessing these services. **E**

Coordinate information sharing and data transfer between agencies serving homeless children and youth. **E**

Ensure public notice of the educational rights of homeless students is disseminated to locations where children and youth receive services under the McKinney-Vento Homeless Act (such as schools, family shelters, and support agencies). **E**

Conduct home visits as needed. **E**

Early Mental Health Initiative (EMHI)

Provide direction and coordination for the effective implementation of the Second Step Program to Second Step personnel, teachers, and site administrators. **E**

Work collaboratively with LEAs, and other agencies for the integration of district/program wide social and emotional learning education aligned with the district's/program's strategic plan. **E**

Collect, evaluate, and report data on program services and uses data to make decisions and adjustments to the Second Step program. **E**

Oversight of documentation/paperwork completed by staff. **E**

Facilitate meetings with Second Step personnel, program managers, site administrators, and Behavioral Health to discuss program implementation, curriculum, data results, and planning.

Participate in meetings pertaining to Second Step services. **E**

Conduct program visitations. **E**

Foster Youth Services Coordinated Program (FYSCP)

Establish and facilitate a local Executive Advisory Council to regularly review the FYSCP plan of which the Prevention Services Supervisor will be a permanent member. **E**

Work as a member of a multi-agency team, including district and county agencies, foster parents, biological families, social workers, court service investigators, probation officers, educators, and other affected parties. **E**

Coordinate information sharing and data transfer between agencies serving foster youth. **E**

Review CALPADS and Foster Focus data for accuracy. **E**

Inform parents and guardians of all Foster Youth services and assist parents with accessing these services. **E**

Identify educational services for which Foster children and youth are eligible, including preschool. **E**

Tobacco Law Enforcement Grant Program (TLEGP)

Prepare and coordinate the development of the quarterly expenditure reports. **E**

Maintain compliance with and ensure the conditions set forth within the Department of Justice (DOJ) Grant Handbook are monitored. **E**

Monitor receipt of monthly invoices from contracted services. Receive, review and process invoices needed to complete quarterly progress reports. **E**

Prepare and initiate budget revisions. Maintain the annual budget. **E**

Create and maintain files that contain the final executed Memorandum of Understanding (MOU), completed government TIN form, grantee workbook, grantee handbook. **E**

Identify problem tobacco retailers using Young Adult Tobacco Purchase Survey and create educational materials to conduct annual retailer education classes that focus on decreasing sales of tobacco to minors. **E**

Establish and maintain policy and procedures for safe storage and/or disposal of confiscated tobacco, nicotine, vape, and other paraphernalia for each Local Education Agency (LEA). **E**

Provide trainings on tobacco-related issues for School Resource Officers (SRO). **E**

Maintain and monitor SRO intervention interactions at each school site. **E**

Establish school site assignment and schedule for SRO. **E**

Participate in the review and approval of job related school district and County Office applications. **E**

Assist school districts and County Office of Education schools in the resolution of program non-compliance findings during Federal Program Monitoring (FPM). **E**

Tobacco-Use Prevention Education (TUPE)

Assist LEAs in the development of procedures and processes to prohibit the use of all tobacco products on LEA property. This includes, where applicable, assessing tobacco-free policies and assisting LEAs in revising policies to address the prohibition of electronic cigarettes. **E**

Assist LEAs in developing capacity to apply for TUPE funds through the grant application process. This includes determining the LEAs' Tobacco-Free Certification status, and offering related assistance. **E**

Review grant progress reports and the TUPE Annual Reports for each TUPE grantee in the county. **E**

Conduct Parent Education programs on the importance of talking with their children about tobacco use. **E**

Plan, implement, and evaluate evidenced-based curriculum to prevent youth initiation to all forms of tobacco use. **E**

Plan, coordinate, and implement youth development activities. **E**

Coordinate the biennial administration of the California Healthy Kids Survey (CHKS) by LEAs on a countywide basis and ensure that CHKS data is shared broadly with the local community. **E**

Support the consortium members if selected to participate in the CSTS administered by the CDPH, and the Evaluation of TUPE Programs in California conducted through the UCOP, TRDRP. **E**

Build/maintain partnerships and collaborate with county health department tobacco control programs, county alcohol and drug programs, county mental health programs, and other community prevention and intervention initiatives. This includes participation in the Tobacco Control Coalition of the County Health Department. **E**

Provides prevention education utilizing Brief Intervention Program (BIP). **E**

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Appropriate codes, laws and Federal and State regulations related to assigned programs
Grant proposal development procedures
Planning, organizing, directing, and coordinating assigned school programs
Budget preparation and control
Modern office practices, procedures, and equipment
Oral and written communication skills
Principles and practices of administration, supervision, and training
Interpersonal skills using tact, patience, and courtesy
Correct English usage, grammar, spelling, punctuation, and vocabulary

ABILITY TO:

Administer the funding for grants according to established procedures and intent
Conduct in-service training sessions and workshops
Develop and plan effective strategies for programs
Communicate effectively both orally and in writing
Communicate with individuals of varied cultural and educational backgrounds
Read, interpret, apply, and explain rules, regulations, policies, and procedures
Establish and maintain cooperative and effective working relationships with others
Analyze situations accurately and adopt an effective course of action
Meet schedules and timelines
Work independently with little direction
Plan, organize and evaluate a quality program
Prepare comprehensive narrative and statistical reports
Maintain a variety of reports and files related to assigned programs
Maintain confidentiality

Operate a computer terminal to enter data, maintain records and generate reports
Lift and carry objects weighing up to 40 pounds
Operate a variety of office equipment to perform assigned duties
Operate a vehicle to conduct work (use of personal vehicle may be required)

EDUCATION AND EXPERIENCE:

Any combination equivalent to: Bachelor's Degree in Education, Social Services, or related field and three years relevant experience working in an educational setting.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license with evidence of insurability

WORKING CONDITIONS:

ENVIRONMENT:

Office, schools, agencies, homes, outdoors
Constant interruptions

PHYSICAL ABILITIES:

Dexterity of hands and fingers to operate a computer keyboard and standard office equipment
Sitting or standing for extended periods of time
Bending at waist, kneeling, or squatting
Reaching overhead, above the shoulders and horizontally to retrieve and store supplies and files
Hearing and speaking to exchange information on the telephone or in person
Seeing to review, distribute and type materials
Seeing to monitor program activities and operations
Lifting, pushing, pulling, and carrying objects weighing up to 40 pounds
Driving a vehicle to conduct work

HAZARDS:

Potential for contact with blood-borne pathogens and communicable diseases

Employee Group: Classified - Unrepresented

FLSA Status: Non-Exempt

Salary Schedule: 735

Approval Date: December 2020