

ALAMEDA COUNTY OFFICE OF EDUCATION
Job Description

Disclaimer – Job descriptions are written as a representative list of the ADA essential duties performed by the entire job classification. They are not intended to include every possible activity and task performed in every position.

JOB TITLE: Program Manager II – Safe Drug Free Schools

Range 16

FLSA: Exempt

SUMMARY

Manages statewide and regional project(s) to develop, evaluate, and disseminate content standards, instructional and professional resources, research, laws, trainings, curriculum implementation sites, and technical assistance for safety, violence, tobacco use and drug-abuse prevention, and school health program development and instruction in California school programs and related agencies.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Disclaimer – This list is meant to be representative, not exhaustive. Some incumbents may not perform all the duties listed or may perform related duties as assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- Researches, analyzes, summarizes and coordinates the distribution of documents, research, laws, policies and other safety, violence, tobacco use and drug-abuse prevention, school health and health education curriculum resources for California school programs. (E)
- Manages and facilitates meetings and activities of statewide committee(s) to develop and evaluate statewide standards, evaluation instruments, research, laws, policies, and other safety, violence, tobacco use and drug-abuse prevention, and school health instructional and professional resources for California school programs. (E)
- Manages and provides technical assistance for school staff, teachers, directors, state-level staff, state task forces, institutions of higher education faculty, and other education, and youth program professionals serving California school programs. (E)
- Prepares and coordinates safety, violence, tobacco use and drug-abuse prevention, school health, and health education curriculum and professional resource information for print and for electronic and web-based statewide distribution and access. (E)
- Coordinates evaluation, development, and dissemination of safety, violence, tobacco use and drug-abuse prevention, school health, and health education curriculum and professional resources, services, information, training, and technical assistance for school programs with the California Department of Education, California Department of Health Services, Centers for Disease Control, and other state and regional entities. (E)
- Selects, manages, and supervises assigned staff; meets with and evaluates staff. (E)

- Manages, plans, conducts, and evaluates safety, violence, tobacco use and drug-abuse prevention, and health education sessions at conferences, leadership institutes, and workshops.
- Coordinates the development of drafts and updates of research- and standards-based evaluation instruments for review and evaluation of instructional materials, professional resources, and trainings to determine the highest quality and most appropriate safety, violence, tobacco use and drug-abuse prevention, school health, and health education curriculum and professional resources for statewide access.
- Represents the department and serves as facilitator, liaison, and/or resource at state and regional meetings.
- Writes and submits articles for publication.
- Drafts and updates program proposals, goals, and objectives.
- Coordinates and assists in supervising staff duties and activities to implement multiple program and project objectives.
- Assists in evaluating and documenting program achievements, monitoring program costs, compiling and summarizing data, and preparing project evaluation and progress reports to funders.
- Assists with development of assessment tools and reviewing evaluation documents to determine resource and training needs of the field.
- Performs a variety of other duties as assigned.

MINIMUM QUALIFICATIONS:

The requirements listed below are representative of the knowledge, skills and abilities required to satisfactorily perform the essential duties and responsibilities.

Knowledge of:

Alameda County Office of Education policies and procedures.

California and national safety, violence, tobacco use and drug-abuse prevention, and health curriculum content standards.

Research-based safety, violence, tobacco use and drug-abuse prevention, and health instructional and program practices.

Statistical, research, and survey methods.

High-level professional oral and written communication.

State and federal laws, policies, and regulations related to areas of responsibility.

Principles and practices of management.

Interpersonal skills.

Correct written and spoken English.

Policies and objectives of assigned programs.

Media, public, and professional outreach and communication techniques.

Office equipment such as computer, printer, fax machine, photocopier.

Word processing, database and other related software applications.

Ability to:

Draft model content standards.

Develop research-based evaluative criteria and protocols.

Conduct evaluations of curriculum and other professional resources.

Manage statewide advisory groups.

Effectively communicate concepts and procedures orally and in writing to groups with diverse interests.

Facilitate and negotiate resolution of complex issues and varying interests.

Analyze and synthesize key issues and concerns and communicate them effectively.

Plan, organize, coordinate, administer, and document programs.

Prepare and monitor a budget.

Explain and enforce policies and regulations.

Prepare and deliver oral presentations.

Read and interpret documents such as safety, violence, tobacco use and drug-abuse prevention, health, and education research, legislative bills and laws, state and national policy and guidance documents, program and material evaluation protocols, procedure manuals, safety rules, and operating instructions.

Write complex reports, research and law summaries and analyses, curriculum evaluations, technical assistance guidelines, training scripts, bibliographic annotations, articles for publication in professional journals and newsletters, instructions, and correspondence.

Read, understand, evaluate and summarize statistical methods and results reported in safety, violence, tobacco use and drug-abuse prevention, and health education research journals.

Train, supervise, and evaluate staff.

Communicate effectively verbally and in writing.

Work with accuracy and attention to detail.

Operate PC and related software applications.

Effectively organize and prioritize assigned work.

Establish and maintain effective working relationships with other people.

EDUCATION and/or EXPERIENCE:

The following requirements demonstrate possession of the minimum knowledge, skills, and abilities necessary to perform the duties of the position.

Master's degree or equivalent degree or professional certification (e.g., R.N., teaching or administrative credential) in area(s) related to safety, violence, tobacco use and drug-abuse prevention, coordinated school health, or health education.

Five (5) years related experience in safety, violence and drug-abuse prevention, coordinated school health, or health education, including three (3) years project management experience.

Maintain a valid State of California driver's license and an acceptable driving record.

PHYSICAL DEMANDS:

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, walk, and talk or hear. The employee frequently is required to use hands to finger, handle, or feel; reach with hands and arms. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, and ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works in indoor conditions and regularly works near video display. The employee is occasionally exposed to outside weather conditions and uses personal vehicle, and occasionally works in evenings or on weekends. The employee is frequently required to attend statewide meetings (occasionally in the evenings and/or weekends) and conduct overnight statewide travel. The noise level in the work environment is usually minimal.

Approved By: Personnel Commission
Approved Date: December 21, 2007