

# MONTEREY COUNTY OFFICE OF EDUCATION

## PROGRAM COORDINATOR II HEALTH PREVENTION, YOUTH ENGAGEMENT EDUCATIONAL SERVICES

**CLASSIFICATION:** Classified Management  
**SALARY LEVEL:** 75  
**WORK YEAR:** 227

### **DEFINITION:**

Under the direction of the Assistant Superintendent or Senior Director of Educational Services the Program Coordinator II of Health Prevention, Youth Engagement is responsible for planning, organizing, coordinating and implementing positive school climate programs, social and emotional learning programs; coordinating, planning and conducting professional learning; developing effective communication networks to access and disseminate information; serving as a technical resource to districts applying for grants; train and evaluate the performance of assigned personnel.

### **SUPERVISOR:**

Assistant Superintendent or Senior Director of Educational Services

### **POSITION(S) SUPERVISED:**

Classified staff assigned

### **QUALIFICATION REQUIREMENTS:**

To perform a job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in the job description are representative of the knowledge, skills and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**MAJOR DUTIES AND RESPONSIBILITIES:** The following is a list of duties that is representative of the position that includes but is not limited to:

- Plan, organize, coordinate and implement school climate programs, social and emotional learning programs; collaborate with school districts and local agencies to foster liaisons between and among districts, community agencies and organizations
- Coordinate, plan and conduct professional development to build capacity for implementing comprehensive health education, prevention, intervention and social and emotional learning programs
- Develop effective communication networks to access and disseminate information; assist with strategic planning functions related to assigned health and prevention programs
- Serve as a technical resource to districts applying for grants; monitor associated district grant-funded programs and reports; develop and submit County Office prevention program applications and grants for funding; coordinate the processing and implementation of federal grants; research and write grants as required
- Participate in local and regional coalitions and committees; analyze related data to monitor and review the

- attainment of program goals and objectives at County, District and school levels
- Advise and collaborate with districts regarding program planning and reporting requirements, materials and current legislation
  - Train and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions
  - Provide technical information and assistance to the Director regarding assigned functions; assist in the formulation and development of policies, procedures and programs
  - Prepare and maintain a variety of narrative and statistical reports, records and files related to personnel and assigned activities
  - Communicate with other administrators, personnel and outside organizations to coordinate activities and programs, resolve issues and conflicts and exchange information
  - Participate in the development of the annual preliminary budget; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established limitations
  - Operate a computer and assigned software programs; operate other office equipment as assigned; drive a vehicle to conduct work as assigned
  - Attend and conduct a variety of meetings as assigned
  - Maintains awareness of and ensures compliance with relevant State and Federal laws and regulations, Monterey County Office of Education Board Policies, Superintendent Policies and Administrative Regulations

#### **OTHER DUTIES:**

Performs other job-related duties as required

#### **PHYSICAL AND MENTAL CHARACTERISTICS:**

Physical, mental and emotional stamina to perform the duties and responsibilities of the position; manual dexterity sufficient to write, use the telephone, business machines; vision sufficient to read printed materials; hearing sufficient to conduct in person and telephone conversations; speaking ability in an understandable voice with sufficient volume to be heard in normal conversational distance, on the telephone and addressing groups; physical agility to push/pull, squat, twist, turn, bend, stoop and to reach overhead; physical mobility sufficient to move about the work environment (office, district, school site-to-site), drive an automobile, and respond to emergency situations; physical strength sufficient to lift 25 pounds; physical stamina sufficient to sit for prolonged periods of time; mental acuity to collect and interpret data, evaluate, reason, define problems, establish facts, draw valid conclusions, make valid judgments and decisions.

#### **REQUIRED QUALIFICATIONS:**

##### **Education and Experience:**

- Bachelor's degree from an accredited college or university in public health or a related field
- Three (3) years increasingly responsible experience in health education within public or private education, government or a non-profit organization

##### **Knowledge of:**

- Planning, organization, coordination and implementation of a positive school climate programs
- School-wide disciplinary practices including positive behavioral interventions
- Student support programs

- Current research, developments, laws and regulations pertaining to programs
- Grant writing and application development processes
- Oral and written communication skills
- Principles and practices of supervision and training
- Applicable laws, codes, regulations, policies and procedures
- Interpersonal skills using tact, patience and courtesy
- Operation of a computer and assigned software

**Skills and Abilities:**

- Plan, organize, coordinate and implement health and prevention, social and emotional learning programs
- Coordinate, plan and conduct professional development
- Develop effective communication networks to access and disseminate information
- Serve as a technical resource to districts applying for grants
- Coordinate and present effective professional development programs
- Train and evaluate the performance of assigned staff
- Communicate effectively both orally and in writing
- Interpret, apply and explain rules, regulations, policies and procedures
- Establish and maintain cooperative and effective working relationships with others
- Operate a computer and assigned office equipment
- Analyze situations accurately and adopt an effective course of action
- Meet schedules and time lines
- Work independently with little direction
- Plan and organize work
- Maintain records and files
- Prepare comprehensive narrative and statistical reports

**Desirable Qualifications:**

- Master's degree in relevant field
- Bilingual/Biliterate in Spanish
- Experience in a public education environment

**Licenses and Certifications:**

- California Driver's License with evidence of insurability