

## **SACRAMENTO COUNTY OFFICE OF EDUCATION**

### **CLASSIFICATION TITLE: Director II, Prevention and Student Services (PASS)**

#### DEFINITION

Under general direction plans, organizes, and manages Prevention and Student Services (PASS) programs; responsible for establishing and maintaining effective liaison with program and policy level personnel in schools, districts, county and state educational agencies, as well as other local and state agencies.

#### DIRECTLY RESPONSIBLE TO

Assistant Superintendent, Instructional Support Services

#### SUPERVISION OVER

Professional, technical, and clerical personnel as assigned.

DUTIES AND RESPONSIBILITIES (Any one position may not include all of the listed duties, nor do all of the listed examples include all tasks which may be found in positions within this classification.)

Plans, develops, monitors, and evaluates programs/projects in drug, alcohol, and tobacco use prevention education and coordinated health services for students; assumes administrative and policy responsibilities for projects within the scope of Prevention and Student Services; secures grants or state/federal funding to insure adequate and appropriate fiscal support for programs; assists the Assistant Superintendent in the development of program policies and procedures; administers and monitors program budgets; prepares, maintains, reviews, and submits program and financial reports to the Assistant Superintendent, other administrators, and to funding agencies; maintains program files and records; selects, trains, supervises, and evaluates program personnel; assumes responsibility for the day-to-day problem solving and decision making for programs within the scope of Prevention and Student Services; meets regularly and works collaboratively with district prevention coordinators, school site personnel, and appropriate county and state educational representatives, as well as representatives from other state and local agencies; performs other related duties as assigned.

#### MINIMUM QUALIFICATIONS

##### Education, Training, and Experience

Possession of a valid California teaching credential and/or administrative services credential; MA, equivalent, or specialized training in other post graduate education is desirable; successful administrative/management experience at district, county or state level; demonstrated successful experience in the development, administration, and monitoring of drug/alcohol prevention or similar programs including successful experience in the supervision of personnel.

##### Knowledge, Skills, and Abilities:

Knowledge and skill to plan, develop, conduct, implement, fiscally monitor and evaluate drug/alcohol use prevention programs; knowledge of the problems associated with drug/alcohol use; knowledge of state and local agencies and organizations participating in drug/alcohol use prevention and intervention activities and programs; skill in preparing and maintaining a budget and exercising proper budgetary control measures; ability to advise and assist school district with drug/alcohol use prevention education; skill in the principles of employee selection, training, and supervision; effective supervision skills to establish and maintain a professional an effective working environment and to select, assign, train, and supervise personnel; interpersonal skills to work cooperatively and effectively with individuals and groups; ability to transmit knowledge and skills to staff; skills to develop measurable goals and objectives; set priorities, monitor expenditures, and evaluate projects and programs.