

SANTA CLARA COUNTY OFFICE OF EDUCATION

CLASS TITLE: SCHOOL MATRONS SENIOR

BASIC FUNCTION:

Under assigned supervision, plans, coordinates, and implements comprehensive school-wide tobacco use assistance to schools for youth development and youth leadership opportunities; provides technical assistance for intervention strategies (alternatives to suspensions) and cessation resources to students and parents while promoting



Participates in the program’s effort to identify, prioritize and resolve problems related to student health and safety, especially as these issues often disproportionately impact minority or other priority populations as identified in the TUPE grant.

Uses word processing, database, graphic, and spreadsheet software programs as well as standard office equipment and other peripheral device.

Assists in special projects related to grant development, implementation and reporting.

**OTHER DUTIES:**

Performs related duties as required.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Principles of alcohol, tobacco, and other drug prevention, intervention and cessation including the handling of tobacco and/or e-cigarette devices.

Alcohol, tobacco, and other drug intervention and cessation programs and approaches.

Effective office principles, procedures and practices including proper report writing, document

machine, calculator, copier, and other peripheral equipment.

Use word processing, graphic, database, web technology, online conference platforms, spreadsheet, and other software programs.

Establish and maintain cooperative relationships with those contacted in the course of assigned duties.

Analyze situations accurately and adopt an effective course of action.

Meet schedules and timelines.

Work independently with little direction.