

Under the direction of the Manager or Coordinator within School Climate, Leadership & Instructional Services (SCLIS) Department, serves as the Santa Clara County Office of Education's (SCCOE) technical assistance coordinator for a broad range of student services under the Tobacco Use Prevention Education Comprehensive Tier 2 grant and other TUPE grants as assigned, as well as staff, family, and community engagement and education, including, but not limited to, developing multilingual materials to educate students and parents on the dangers and risks associated with tobacco, vaping, and cannabis use, supporting TUPE Specialist(s) in/at TUPE sponsored events such as the (Ad 2019-2020) [SCLIS] [TUPE] [Tobacco Use Prevention Education Comprehensive Tier 2 Grant]

collaborate closely with the School Climate, Leadership, and Instructional Services Department to ensure successful alignment with the department's work plan and mission, plans, organizes, and implements evidence based programs and projects; serves as a liaison for special assignments; supervises and evaluates the performance of assigned personnel.

The following duties are examples of assignments performed by incumbents in this classification. It is not a totally comprehensive list of duties, nor is it restrictive regarding job assignments.

**ESSENTIAL DUTIES:**

Serves as

e r s o n n e



Maintains TUPE Maintains



Supervisor Tobacco

Supervisor Tobacco