

SANTA CLARA COUNTY OFFICE OF EDUCATION
Personnel Commission

CLASS TITLE: Education Outreach Specialist, Coordinated School Health

DESCRIPTION OF BASIC FUNCTION AND RESPONSIBILITIES

Coordinates, develops, and implements a wide variety of education & training services for the Coordinated School Health Program (CSH), including interagency partnerships, conducts or facilitates training workshops, technical support, informational meetings and oversees other projects as assigned. This job class coordinates health and safety program services to diverse communities, develops and implements outreach services, and participates in activities that support the goals of improved outcomes for students. This job class requires considerable integrity, cultural competence, self-direction, initiative, and attention to detail as well as skill in interpersonal and public relations, and the ability to organize and focus on a variety of tasks and projects simultaneously.

ESSENTIAL/TYPICAL DUTIES

Prepares, implements, and oversees health and safety program elements; researches and identifies community resources; and coordinates effective service delivery systems in diverse cultural and socio-economic communities

Plans, implements, and/or facilitates workshops for students, teachers, administrators; and the school community in both English and Spanish and conducts school site visits as needed

Establishes and maintains cooperative and collaborative work relationships with school/district and community partners in the implementation and improvement of health and safety services

Plans, develops, and coordinates activities that support the health and safety and closing of the achievement gap

Develops health and safety training materials, and conducts parent, student and other training workshops in both English and Spanish that encourage a safe and healthy school environment

Oversees special projects as assigned including web-enabled database development and website maintenance

Prepares, composes, edits, and distributes a variety of correspondence including, written reports, promotional materials, publications, handbooks, and grant proposals

Plans, develops, coordinates, and implements outreach services to parents in underserved communities in order to promote academic success

Attends, participates, and/or represents Coordinated School Health at program meetings, advisory boards, and committees

Participates in the program's team effort to identify, prioritize and resolve problems related to student health and safety; especially as these issues often disproportionately impact minority populations

Interprets and translates a wide range of health and wellness materials/resources/curricula in order to provide culturally appropriate services to school communities

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

Assists in special projects related to resource and grant development

Performs related duties as required.

EMPLOYMENT STANDARDS

Possession of:

A valid Class C California Driver's License

A driving record which meets the insurance requirements of the County Office of Education

Knowledge of:

Effective office principles, procedures, and practices including proper report writing, document construction and editorial enhancement techniques

Student health and safety mandates programs, effective parenting skills, child development nutrition and physical activity, and tobacco education services

Risk factors which impact academic achievement, such as: socio-economic issues, family dynamics, parenting challenges, cultural barriers

Principles of training, leadership, facilitation, and management with groups of various abilities, cultures, and development stages

Personal computer operations, peripheral devices, and software programs used for word processing, spreadsheets, web-enabled databases, web technology, and graphics

Proper English and Spanish usage, spelling, grammar, vocabulary, and punctuation

Ability to:

Read, comprehend, and interpret applicable state and federal laws, rules, regulations, statutes, and ordinances

Coordinate, plan, develop, and implement culturally competent health and safety services, programs, and activities for students, families, and the school community in English and Spanish

Utilize critical thinking and problem solving skills to identify, prioritize and implement services and program in schools across Santa Clara County

Develop, prepare, and present Coordinated School Health program information

Be sensitive to the needs of students of diverse racial and ethnic backgrounds

Effectively communicate in both oral and written forms of English and Spanish

Work variable hours including evenings and weekends with minimal supervision, driving to program school sites within the county of Santa Clara

Compose, prepare and edit correspondence, written reports, grant proposals, promotional materials, and publications with clarity and precision in both English and Spanish

Keyboard and/or type at a rate of speed that ensures the efficient completion of assigned duties

Operate standard office equipment including, but not limited to, a laptop/personal computer, fax machine, calculator, copier, and other peripheral equipment

Use word processing, graphic, database, web technology, spreadsheet, and other software programs

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

Be certified by SCCOE as bilingual and biliterate in a language other than English.

EDUCATION AND EXPERIENCE

Generally, any combination of education and experience that provides the required knowledge and abilities is qualifying. A typical method of demonstrating these qualifications would be:

- Bachelor's degree from an accredited college or university with major coursework in education, public administration, or a related field, and;
- Three years experience in an education setting working with diverse communities, including Spanish speaking parents, students, schools/districts and immigrant populations.

WORKING CONDITIONS

ENVIRONMENT:

Indoor office environment. The incumbent in this position will be required to work hours beyond the normal workday and participate in meetings, conferences and professional development activities locally and outside the area; frequent driving of a car may also be required.

PHYSICAL DEMANDS:

Hearing and speaking to exchange information in person and on the telephone


Seeing to read, prepare and proofread documents, perform assigned duties

Sitting or standing for extended periods of time

Dexterity of hands and fingers to operate a computer keyboard and other office equipment

Kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally as needed

Lifting light objects.


Philip J. Gordillo
Executive Director of Human Resources

11/01/11
Date