

**CLASS SPECIFICATIONS FOR THE  
DRUG, ALCOHOL, AND TOBACCO EDUCATION SPECIALIST**

**DEFINITION**

Under direction of the Area Administrator or other administrative designee, assists in planning and implementing activities related to substance abuse prevention and intervention.

**QUALIFICATIONS**

Credential: Possession of a standard designated services credential with a specialization in health authorizing service as a school nurse or a standard designated services credential with a specialization in pupil personnel services authorizing service as a school counselor, social worker, or psychologist; or a teaching credential authorizing service in elementary or secondary schools or credential of equivalent authorization issued by the California Commission on Teacher Credentialing is required.

and

Education: A Bachelor's degree from an approved institution is required.

and

Experience: Minimum of three years experience in a certificated school nurse, school counselor, social worker, psychologist or teacher position in a public or private school. Preference is given to persons with successful experiences in drug, alcohol, and tobacco prevention and intervention and two years experience in Student Assistance Program implementation.

**TYPICAL DUTIES AND RESPONSIBILITIES**

- \_\_\_ 1. Assists in arranging and conducting area meetings and workshops on substance abuse prevention.
- \_\_\_ 2. Monitors activities and serves as resource.
- \_\_\_ 3. Works in conjunction with Staff Development/Curriculum/Media Department as DATE resource for co-curricular components and programs for school sites.
- \_\_\_ 4. Attends and participates in district Prevention/Intervention Advisory Committee meetings.
- \_\_\_ 5. Prepares reports for site-level compliance.
- \_\_\_ 6. In cooperation with Student Outreach Worker, assists in arranging and scheduling forums and workshops on substance abuse prevention for parents and community people.
- \_\_\_ 7. Serves as one of the liaisons with other community-based organizations, school sites, and the Pupil Services Department.
- \_\_\_ 8. Participates in the preparation of the DATE Plan.
- \_\_\_ 9. Assists in developing intervention strategies for high risk students.
- \_\_\_ 10. Works in compliance with state and federal guidelines.

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## **TYPICAL DUTIES AND RESPONSIBILITIES** (Continued)

- \_\_\_\_\_ 11. Serves as one of the consultants for school sites on drug, alcohol, and tobacco plans, policies, and regulations.
- \_\_\_\_\_ 12. Assists in developing procedures, timelines, and activities.
- \_\_\_\_\_ 13. Works closely with other area DATE Specialists.

## **WORK SCHEDULE AND SALARY**

A Drug, Alcohol, and Tobacco Education Specialist serves on the days schools are in session plus required non-teaching service days, and is placed on the teachers' salary schedule according to his/her training and experience.