

CENTER JOINT UNIFIED SCHOOL DISTRICT

JOB TITLE: NURSE INTERN / SOCIAL WORKER INTERN / SCHOOL COUNSELOR INTERN

DESCRIPTION OF BASIC RESPONSIBILITIES

A program designed and managed at the school level to conduct tobacco-use prevention and cessation activities. These activities include a tobacco awareness class as an alternative to suspension for tobacco use or possession; a tobacco education class for pregnant and parenting teens, intervention strategies for the students most at risk for tobacco use; cessation opportunities and support groups for current, habituated tobacco users who have decided to quit; and curriculum infusion lessons, youth advocacy and outside speakers strategies in the general school population. The program involves the participation of administrators, counselors, teachers, nurses, student's parents, and community organizations with an interest in the school.

RESPONSIBILITIES OF HIGH SCHOOL TUPE SITE COORDINATOR:

1. Meet with principal or designee and district TUPE coordinator to implement site plan.
2. Order appropriate materials and supplies to implement site plan.
3. Monitor and document instruction and reinforcement activities at school site in accordance with site plan.
4. Monitor and document alternative to suspension activities at school site.
5. Monitor and document voluntary cessation activities at school site.
6. Monitor and document services provided to pregnant and parenting teens.
7. Meet with principal or designee to plan involvement of most-at-risk students with school activities. (To create and foster bonding to school).
8. Provide district TUPE coordinator with periodic activity reports.
9. Communicate with site staff on a regular basis regarding program implementation and activities.
10. Cooperate with program evaluator in providing timely and accurate documentation of activities for evaluation purposes.
11. Collaborate with community tobacco-use prevention partners in providing program activities to students.
12. Cooperate with program budget technician and site controller in providing timely and accurate documentation for appropriate dispersal of funds.
13. Organize and recruit peer helpers for the "I Quit Using It" Tobacco Cessation Program.
14. Facilitate cessation groups and readiness for cessation activities.

MINIMUM QUALIFICATIONS:

Knowledge of:

Correct English usage, spelling, grammar, and punctuation; modern office methods and procedures; computer terminology and operation.

Ability to:

Compile and maintain accurate and complete records and reports; analyze situations and adapt an effective course of action; meet the public tactfully and courteously and answer questions in person and by phone; operate standard office machines and equipment including a computer; learn, interpret, and apply rules and regulations.

EDUCATION, EXPERIENCE AND REQUIREMENTS:

1. Bachelor's Degree Required