

## CHILD ABUSE PREVENTION AND AWARENESS COORDINATOR

### DEFINITION

Coordinates activities related to the Child Abuse Prevention and Awareness (CAPA) program and participates in the development and delivery of training throughout the District.

### TYPICAL DUTIES

Coordinates and confers with District offices and school administrators to identify, plan, develop, and implement CAPA training and workshops.

Analyzes and interprets data trends to determine the appropriate training needs and obtains appropriate training materials and resources.

Coordinates and participates in meetings that include school administrators, employees, parents, collaborative partners, representatives from community organizations and District staff, to discuss child abuse prevention programs, and modifications to annual training implementation plans.

Assists in drafting District policies and procedures related to child abuse prevention.

Maintains CAPA resources, mandated training records, and legislation pertaining to child abuse reporting.

Assists in preparing reports and correspondence to senior leadership, board offices, and schools.

Represents the Child Abuse Prevention and Awareness (CAPA) unit in meetings.

Responds to various inquiries pertaining to child abuse preventions and awareness information and training.

Performs related duties as assigned.

### DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

The Child Abuse Prevention and Awareness Coordinator coordinates various activities and training in the District as it relates to Child Abuse Prevention and Awareness (CAPA).

An ADA Compliance Analyst performs duties in support of the implementation of the District's Americans with Disabilities Act (ADA) compliance programs and specified provisions of the Self-Evaluation and Transition Plan.

A Human Resources Representative assists an administrator by administering and coordinating personnel practices and performing other professional-level tasks.

### SUPERVISION

General supervision is received from an administrator in the Division of District Operations. Work direction may be exercised over lower-level personnel.

## CLASS QUALIFICATIONS

### Knowledge of:

- Organization, staffing, functions, and goals of the District, including its educational programs, policies, and procedures
- Applicable local, State, and federal laws, rules, and regulations pertaining to child abuse prevention and reporting
- Principles and techniques of staff training and development
- Methodology and techniques of research
- Record keeping methods
- Computer applications such as word processing, spreadsheet, database, and email

### Ability to:

- Work effectively with District personnel, community representatives, and the public
- Analyze, interpret, and apply laws, rules, and regulations pertaining to child abuse
- Discuss and deliver age-appropriate training and content
- Train and advise staff on pertinent policies and procedures
- Prepare clear and concise correspondence, presentations, and reports
- Develop effective working relationships
- Present and communicate effectively both verbally and in writing

## ENTRANCE QUALIFICATIONS

### Education:

Graduation from a recognized college or university with a bachelor's degree.

### Experience:

Three years of experience that included program development and implementation, policy analysis and implementation, or the design and delivery of staff development programs. Recent K-12 environment experience is highly preferable.

### Special:

A valid California Driver License and the availability of private transportation, or the ability to utilize an alternative method of transportation.

## SPECIAL NOTES

Travel to locations throughout the District may be required.

The class description is not a complete statement of essential functions, responsibilities, or requirements. Entrance requirements are representative of the minimum level of knowledge, skill, and /or abilities. To the extent permitted by law, management retains the discretion to add or change typical duties of a position at any time, as long as such addition or change is reasonably related to existing duties

New Class  
06-28-18  
RGK