

Staff Roles and Responsibilities

District TUPE Administrator Responsibilities:

Ensure that the participating district meets all the required assurances and complies with all TUPE requirements.

- ☐ Provide guidance regarding district policies and procedures
- ☐ Ensure that participating schools adhere to all general and TUPE program assurances
- ☐ Communicate TUPE project updates at district administration and community meetings
- ☐ Facilitate and serve on the quarterly district Tobacco Advisory Group (TAG)
- ☐ Participate in quarterly OC TUPE Consortium meetings
- ☐ Compile information for yearly progress report

School Site TUPE Advisor Responsibilities:

Work in coordination with TAG, District TUPE Administrator, OCDE TUPE Team, School Principal, and School Staff involved with TUPE to oversee school site TUPE plan.

- ☐ Attend quarterly OC TUPE Consortium Meetings
- ☐ Attend curriculum trainings and professional learning opportunities
- ☐ Complete **Curriculum Fidelity School Site Log** with information from teachers that have completed the curriculum.
- ☐ Submit **Curriculum Fidelity School Site Log** to OCDE TUPE Lead (**Nadia Moya - nmoya@ocde.us**)
- ☐ Keep Curriculum Fidelity School Site Log on file
- ☐ Complete **TUPE Activities Submission Form** for each activity (Campus-wide Prevention Activity, Youth Development Project, and Family Engagement events)
- ☐ Support teachers and advisors with planning and implementation

Teacher/Advisor overseeing Youth Development Project Responsibilities:

- ☐ Recruits students to participate in a Youth Development Project
- ☐ Guide student projects to completion
- ☐ ~~Administer YDP Student Survey to those students who completed project~~
- ☐ Work with School site advisor to complete **TUPE Activities Submission Form**

Teacher providing TUPE Curriculum Responsibilities:

- ☐ Attend curriculum trainings and professional learning opportunities
- ☐ Complete the curriculum with students
- ☐ ~~Administer Curriculum Post Survey to students at conclusion of curriculum~~
- ☐ Report information for the **Curriculum Fidelity School Site Log** to the School Site Advisor



TOBACCO USE PREVENTION EDUCATION

School Site Grant Deliverables Checklist

Prevention Curriculum

- ☐ Provide an evidence-informed curriculum to all students in one grade level annually
 - ☐ ~~Administer **Student Curriculum Survey** after curriculum completion~~
 - ☐ Submit the [Curriculum Fidelity School Site Log](#)

Curriculum: _____ Grade Level: _____

Date(s): _____

Do you need training? _____ If yes, contact: District lead: _____ or

OCDE lead: Nadia Moya nmoya@ocde.us

Campus-Wide Prevention Activity

- ☐ Host one campus-wide prevention activity annually

☐ Activity: _____

☐ Date: _____

☐ Complete [TUPE Activities Submission Form](#)

Youth Development Project

- ☐ Implement one youth development project annually

☐ Project: _____

☐ Date: _____

☐ ~~Administer **Student YDP Survey**~~

☐ Complete [TUPE Activities Submission Form](#)

Campus-Wide Family Outreach Activity

- ☐ Host one campus-wide family outreach activity annually (e.g. Back to School, Open House, Coffee with the Principal, etc.)

☐ Event: _____

☐ Date: _____

☐ Complete [TUPE Activities Submission Form](#)

Cessation Resources Promotion

- ☐ Provide cessation resources to students, staff, and families
 - ☐ Promote during prevention curriculum
 - ☐ Place printed materials like brochures, posters or flyers around campus
 - ☐ Promote cessation on social media, family communication, and/or during student interventions.