

JOB DESCRIPTION
San Diego County Office of Education

Executive Director, Outdoor Education and Student Support Services

Purpose Statement

The job of Executive Director, Outdoor Education and Student Support Services is done for the purpose/s of providing leadership, operational support, and management of the programs and services provided by the Outdoor Education and Student Support Services departments to ensure the mission, goals, and objectives established by the County Superintendent are accomplished.

Essential Functions

- Directs student support services for the purpose of implementing and maintaining services and programs within established timeframes and in compliance with related requirements and SDCOE guidelines.
- Monitors budget allocations, expenditures, revenues, and related financial activities for the purpose of ensuring that allocations are accurate, revenues are recorded, bills are sent to appropriate district offices, expenses are within budget limits and/or fiscal practices of excess cost model are followed.
- Collaborates with internal and external personnel for the purpose of developing, implementing and/or maintaining services and programs, and assisting with determining appropriate services for students.
- Participates in meetings, workshops, and seminars (e.g. training, orientation, regional committees, board meetings, conferences, etc.) for the purpose of identifying issues, developing recommendations, providing training, conveying and/or gathering information required for position functions.
- Performs personnel administrative functions (e.g. interviewing, assigning, evaluating, supervising, coaching, handling misconduct issues, etc.) for assigned programs for the purpose of maintaining adequate staffing needs, enhancing productivity of personnel and achieving objectives within budget.
- Prepares and maintains a wide variety of often complex materials and reports for the purpose of documenting activities and issues, meeting compliance requirements, providing audit references, making presentations, and/or providing supporting materials for requested actions.
- Represents SDCOE on various committees and commissions at state and local levels for the purpose of establishing and maintaining positive relationships, serving as liaison and conveying and/or gathering information.
- Researches and monitors Education Code new legislation and proposed legislative bills for the purpose of interpreting the legislation and determining implications for SDCOE and school districts in San Diego County.
- Responds to issues involving staff, conflicts in policies and regulations, community concerns, or parental requests that may result in some negative impact and/or liability if not appropriately addressed, for the purpose of identifying the relevant issues and recommending or implementing a plan of action that will efficiently resolve the issue.
- Serves as a resource for school districts in San Diego County and neighboring counties for the purpose of providing direct and indirect support and technical assistance.

- Compiles and analyzes national, state and district level data, trends, and policies related to outdoor educational programs for the purpose of identifying and anticipating district and school needs, and designing services to address these needs.
- Directs outdoor school and outreach programs (e.g. summer and weekend scheduling of groups utilizing the outdoor school facilities, etc.) for the purpose of ensuring the needs (facilities, student needs, school pairings, testing dates and holidays) of client districts are met.
- Evaluates the curriculum and delivery of all outdoor school and outreach programs for the purpose of ensuring the content standards and guidelines are being met.
- Facilitates the development and implementation of professional learning activities for the purpose of supporting successful instructional practices to help students and staff meet the expectations of the Outdoor Education and Student Support Services units.
- Interfaces with various local and state agencies (e.g. Health department, Parks department, etc.) for the purpose of ensuring alignment of the Office of Education with all compliance requirements.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of assigned work units.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, technical tasks with a need to periodically upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: planning and managing projects; and preparing and maintaining accurate records; training and supervising staff; analyzing budgets; analyzing data; conducting interviews; conducting meetings; planning agendas/meetings; and operating standard office equipment including using a variety of software applications.

KNOWLEDGE required to satisfactorily perform the functions of the job include: pertinent laws, codes, policies, and/or regulations; personnel processes; curriculum adoption process; program planning and development; research based instructional practices that accelerate student learning; child and adult learning theories; proven leadership skills; accounting practices; community resources; cultural competency while working collaboratively with diverse groups and individuals; and stages of child development.

ABILITY is required to review and interpret highly technical information, write technical materials, and/or speak persuasively to implement desired actions; and analyze situations to define issues and draw conclusions; schedule a number of activities, meetings, and/or events; often gather, collate, and/or classify data; and communicate effectively orally and in writing. Flexibility is required to independently work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize a variety of job-related equipment. Independent problem solving is required to analyze issues and create action plans. Problem solving with equipment is limited to moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; meeting deadlines and schedules; setting priorities; working as part of a team; and working with detailed information/data; working with frequent interruptions; providing direction and leadership; and setting priorities.

Responsibility

Responsibilities include: working independently under broad organizational guidelines to achieve unit objectives; managing a department; monitoring budget expenditures. Utilization of resources from other work units is often required to perform the job's functions. There is some opportunity to impact the organization's services.

Working Environment

Office and outdoor school environment. The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, and significant fine finger dexterity. Generally, the job requires 80% sitting, 10% walking, and 10% standing and is performed in a generally clean and healthy environment.

Experience: Five years of job related experience in an educational setting with increasing levels of responsibility, including two years as a district administrator (director level or equivalent) is required.

Education: Masters degree in job-related area.

Equivalency: Any combination of education and experience equivalent to a master's degree or higher in education or related field; and five years of increasingly responsible experience in an educational setting, including supervisory or administrative responsibilities related to curriculum and instruction; two years as a district level administrator (director level or equivalent); and experience coordinating and conducting professional learning activities, seminars and collaborative projects is required.

Required Testing

Certificates

California Administrative Services
Credential

California Teaching Credential or Pupil
Personnel Services Credential

Valid CA driver's license

Continuing Educ./Training

Clearances

Criminal Justice Fingerprint/Background
Clearance

Drug Test

Proof of physical examination including TB
Screen

FLSA Status: Exempt

Salary Range: Certificated Management Grade 56, 224 days