

JOB DESCRIPTION
San Diego County Office of Education

Principal, Outdoor Education

Purpose Statement

The Principal, Outdoor Education is responsible for all aspects of the program. This includes hiring, training, supervising and evaluating staff; developing positive client relationships with administrators, teachers, parents, students, and other stakeholders; scheduling schools to participate in the program; developing onsite policies and procedures, safety plans, curriculum, assessment and health protocols; addressing staff, student and client issues, conflicts and emergencies; acting as the liason with personnel at the state park, the school districts, and The San Diego County Office of Education.

This job reports to the Executive Director, Student Support Services and Programs.

Essential Functions

- Chairs meetings (e.g. curriculum, safety, site advisory, special district committees, etc.) for the purpose of coordinating activities and ensuring that outcomes achieve school, district and/or state objectives.
- Creates, implements, and maintains procedures the Outdoor Education program.
- Delegates responsibility for a variety of administrative functions to assigned Outdoor Education camp personnel for the purpose of managing the workload more efficiently.
- Develops budgets and financial forecasts for the purpose of providing financial guidance and recommendations to administrative personnel, Superintendent and/or governing Board.
- Evaluates assigned personnel for the purpose of ensuring that standards are achieved and performance is maximized.
- Facilitates effective communication between personnel, students and/or parents for the purpose of evaluating situations, solving problems and/or resolving conflicts.
- Implements policies, procedures and/or processes for the purpose of providing direction and/or complying with mandated requirements.
- Manages school administrative functions (e.g. facility maintenance, budget, staffing, etc.) for the purpose of maintaining safe and efficient school operations within district guidelines.
- Prepares a wide variety of materials (e.g. quantity reports, student activities, correspondence, etc.) for the purpose of documenting activities, providing written reference, and/or conveying information.
- Presents information (e.g. budget overviews, accounting processes, distribution formulas, etc.) for the purpose of communicating information, gaining feedback and ensuring adherence to established internal controls.
- Represents the school within community forums for the purpose of maintaining ongoing community support for educational goals and/or assisting with issues related to school environment.
- Researches alternate funding sources for the purpose of maintaining the efficient operation of the school.
- Supervises instructional personnel for the purpose of monitoring performance, providing for professional growth and achieving overall objectives of the Outdoor Education school curriculum.

Other Functions

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

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; using pertinent software applications; preparing and maintaining accurate records; and administering personnel policies.

KNOWLEDGE is required to perform algebra and/or geometry; read technical information, compose a variety of documents, and/or facilitate group discussions; and solve practical problems. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: pertinent codes, policies, regulations and/or laws; conflict resolution; bookkeeping principles, and concepts of management and supervision.

ABILITY is required to schedule a number of activities, meetings, and/or events; gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to independently work with others in a wide variety of circumstances; analyze 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 a variety of data; and utilize job-related equipment. Independent problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is limited to moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: communicating with diverse groups; maintaining confidentiality; setting priorities; working as part of a team; working with frequent interruptions; creating a positive school climate for students, staff and community; motivating staff; and adapting to changing work priorities.

Responsibility

Responsibilities include: working independently under broad organizational guidelines to achieve unit objectives; managing a department; directing the use of budgeted funds within a work unit. Utilization of significant resources from other work units is routinely required to perform the job's functions. There is a continual opportunity to impact the organization's services.

Working Environment

Outdoor environment in which incumbents are regularly required to stand, walk on uneven terrain, sit, talk and hear to exchange information; use hands to handle objects or controls; reach with hands and arms at or above shoulder level; bend stoop push, pull, grasp, squat, kneel, twist, climb and balance to access materials and equipment; have strength, endurance and dexterity to participate in strenuous physical activities such as extended mountain hikes; lift and carry objects weight up to 25 pounds; withstand a wide variety of outdoor elements including bees, allergens, and adverse weather conditions, Outdoor schools are located in the remote mountain areas of San Diego County. Must be available to work varying assignments in the 24-hour residential school schedule, including overnight assignments. Generally the job requires 40% sitting, 40% walking, and 20% standing.

Experience Three (3) years of increasingly responsible educational administrative services experience in a school setting, with responsibility for coaching and evaluating teaching staff is required. Administrative experience working in an Outdoor Education school setting is required.

Education Master's degree in education, education administration, or job-related area.

Equivalency Any combination of education and experience equivalent to a Master's degree in education, education administration, or job-related area and three (3) years of increasingly responsible educational administrative services experience in a school setting, with responsibility for coaching and evaluating teaching staff is required. Administrative experience working in an Outdoor Education school setting is required.

Required Testing

N/A

Certificates

Valid Administrative Services Credential as issued by the California Commission on Teacher Credentialing

Valid Teacher Credential as issued by the California Commission on Teacher Credentialing

Valid California Driver's License

Valid CPR/First Aid Certification as issued by a SDCOE approved agency.

Continuing Educ./Training

Maintains valid credentials and licenses

Clearances

Criminal Justice Fingerprint/Background Clearance

Tuberculosis Clearance

FLSA Status: Exempt

Salary Range: Grade M048 on the Certificated Management Salary Schedule

Approval Date: 5/2020

Approved by:



Dr. Olivier Wong Ah Sun, assistant superintendent
Human Resource Services