

JOB DESCRIPTION
San Diego County Office of Education

Site Administrator, Outdoor Education

Purpose Statement

The job of Site Administrator, Outdoor Education, is done for the purpose/s of planning, organizing and providing instructional and administrative leadership and guidance to staff, and coordinating the services provided to visiting staff and students participating in the County Office's residential outdoor science school program. Under the direction of the Principal, the Site Administrator implements instructional programs; serves as liaison with client schools and school districts, the County Office, county and state agencies, parents, and the public; coordinates activities and addresses issues, situations, and/or problems related to operation of the program.

Essential Functions

- Collaborates with a variety of groups and/or individuals (e.g. client school staff, outdoor education staff, community groups, CA State Parks, parents, etc.) for the purpose of implementing and/or maintaining services and programs for optimal student achievement.
- Coordinates educational and school programs with a variety of agencies (e.g. CA Dept. of Education, California State Parks, County of San Diego Department of Environmental Health, school districts, foundations, etc.) for the purpose of meeting the needs of students, enhancing service delivery, and complying with regulatory requirements.
- Develops and implements methods and procedures for dealing with inappropriate or unsafe student behaviors in a variety of educational environments (e.g. consequences, rewards, awards, etc.) for the purpose of ensuring a safe and secure learning environment.
- Engages staff in dialogue about teaching practices, program improvements, professional development opportunities and needs, etc. for the purpose of developing curriculum and instructional programs that provide students with rigorous and exciting learning experiences that comply with mandated requirements.
- Implements policies, procedures, and/or processes for the purpose of providing direction and/or complying with County Office, health, safety, IDEA, ADA, and other mandated requirements.
- Intervenes in occurrences of inappropriate behavior of students for the purpose of ensuring the health, safety, and welfare of students and staff, assisting students in modifying such behavior, and developing successful interpersonal skills.
- Assists in organizing, staffing, and implementing activities for outdoor school sites for the purpose of assuring the health, safety, and welfare of students and staff.
- Participates as a member or facilitator in meetings, workshops, and seminars that frequently involve a range of issues for the purpose of identifying issues, developing recommendations,

providing training, exchanging information, gaining feedback, and enhancing leadership and management capabilities.

- Coordinates business operations at assigned sites (e.g. management and inventory of materials and equipment, building and grounds maintenance, food services, etc.) for the purpose of ensuring efficient operations.
- Assists the Principal in the preparation and maintenance of a wide variety of records and reports (e.g. client schedule, work schedules, ratings, plant facilities, staff disciplinary documents, improvement plans, etc.) for the purpose of documenting activities and issues, and implementing and maintaining programs and services.
- Represents the outdoor school in district, school, community, and Foundation activities and events for the purpose of promoting participation in and developing funding to support participation in the outdoor school program.
- Responds to inquiries and complaints from internal and external parties (e.g. parents, students, teachers and officials from other school districts and agencies, general public, etc.) for the purpose of facilitating communication, identifying the relevant issues, and recommending or implementing a plan of action that will efficiently resolve the issue.
- Supervises certificated and classified staff at assigned location(s) (e.g. interviewing, assigning, evaluating, supervising, coaching, handling misconduct issues, providing staff development opportunities, etc.) for the purpose of maintaining adequate staffing, enhancing productivity of personnel, and meeting school objectives.
- Supports the Principal regarding administrative job functions for the purpose of providing technical information and assistance, assisting in the formulation and implementation of policies, procedures, programs, and practices.
- Leads outdoor school operations and staff in the absence of the Principal.

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; analyzing data; applying curriculum and instructional techniques; counseling and mentoring employees; enforcing discipline policies; enforcing rules and regulations; and administering personnel policies.

KNOWLEDGE 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. 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; operational services of a residential outdoor science school; effective teaching and instructional methods; business telephone etiquette; practices of personnel administration; school safety and security practices; and stages of child development.

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 under limited supervision using standardized practices and/or methods; managing multiple teams within the work unit; overseeing the use of budgeted funds within the work unit. Utilization of some resources outside of the immediate work unit may be required to perform the job's functions. There is a continual opportunity to significantly impact services within the work unit.

Working Environment

Work is typically conducted in outdoor, cabin, and classroom settings. 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. The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing and/or pulling, some stooping, kneeling, crouching and/or crawling, and significant fine-finger dexterity. Generally the job requires 30% sitting, 35% walking, and 35% standing. The job is performed under significant temperature variations and under conditions with some exposure to risk of injury and/or illness.

Education: A Master's degree with an emphasis in education, educational administration, or related field.

Experience: A minimum of three (3) years of experience in a school or outdoor education setting, with responsibility for coaching and evaluating teaching staff is required.

Equivalency: A combination of education and experience equivalent to a Master’s degree with an emphasis in education, educational administration, or related field and three (3) years of increasingly responsible educational services experience in a school or outdoor school setting, with responsibility for coaching and evaluating teaching staff required.

Required Testing

N/A

Certificates

Valid CA Administrative Services Credential
Valid CA Teaching Credential
Valid CA Driver’s License
Valid CPR/First Aid Certification

Continuing Educ./Training

As required to maintain Certificates and/or Licenses

Clearances

Criminal Justice Fingerprint/Background Clearance
Proof of physical examination including Tuberculosis Clearance

FLSA Status: Exempt

Salary Range: Certificated Management Grade 045, 200 days

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