

**SAN DIEGO COUNTY OFFICE OF EDUCATION
Personnel Commission**

CLASS TITLE: Project Specialist, Outdoor/Environmental Education

DEFINITION:

Under minimal supervision, the Project Specialist- Environmental Education will assist in the planning, development, implementation, coordination, and evaluation of Environmental/Outdoor Education programs and activities; to promote environmental education programs and activities to school districts and other prospective client organizations; and to provide instructional/operational services in support of established programs and activities.

REPRESENTATIVE DUTIES:

This position description is intended to describe the general nature and level of work being performed by the employee assigned to the position. This description is not an exhaustive list of all duties, responsibilities, knowledge, skills, abilities and working conditions associated with the position. Incumbents may be required to perform any combination of these duties. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

ESSENTIAL FUNCTIONS:

Coordinate the planning activities related to environmental/outdoor education programs and activities

Identify funding sources and opportunities, including grant proposals and RFPs

Estimate time, material, and equipment resources needed for new or established programs and take appropriate action to ensure availability of materials/staff resources needed

Act as information source to teachers, students, instructional support staff, and the public regarding environmental issues, program objectives, concepts; responds to parent inquiries and concerns

Oversee, direct, train and assess the work of environmental/outdoor education staff

Coordinate, arrange, and schedule environmental education activities with client districts/organizations

Recruit environmental education limited term staff

Coordinate the ordering and/or insure the availability of equipment and materials needed for program activities

Prepare lesson and instructional activities to cover environmental/outdoor education concepts and focal points

Coordinate advertising efforts and campaigns

Compile, evaluate, and summarize program information and data to determine the effectiveness of established activities; recommend program change or modifications as appropriate

Prepare event schedules, announcements, health and release forms and a variety of reports and correspondence related to assigned programs, activities and functions

Visit schools and other prospective client organizations to promote environmental/outdoor education programs and services

Work with the business office to ensure payment is received for services

Administer first aid/CPR in emergency situations

NON-ESSENTIAL FUNCTIONS

Performs other related duties as assigned

CREDENTIALS, CERTIFICATES, LICENSES AND OTHER REQUIREMENTS:

Possession of a valid California driver's license is required due to local, county and regional travel.

EDUCATION AND EXPERIENCE:

EDUCATION:

A combination equivalent to: Bachelor's degree in Environmental Education, business administration, public administration or closely related field and a minimum of two (2) years of occupational experience in related work, with prior experience in education and program coordination (Additional years of experience may substitute for the educational requirement). Experience working in environmental and/or outdoor education coordinator programs and activities preferred.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE:

Environmental practices and ecosystems

Current environmental education issues, concepts, and curriculum development methods and techniques

Principles, practices, and techniques of effective presentations

ABILITIES:

Effectively manage and prioritize multiple, concurrent program tasks

Work independently as well as a member of a team

Effectively interpret and apply appropriate laws, codes, rules and regulations

Communicate effectively, both orally and in writing

Utilize technology to manage program responsibilities, including operating a variety of standard office equipment

Train, supervise and evaluate assigned staff

Perform or coordinate complex research, and report findings clearly and comprehensively

Establish and maintain effective working relationships with others

Work effectively with a variety of institutions, service recipients, and partners

Remain flexible to program evolutions and committed to the program values of Service, Problem-Solving, and Collaboration

Model “team player” behavior that inspires service recipients, partners, and colleagues,

Demonstrate sensitivity to and understanding of the diverse academic, socioeconomic, cultural, sexual orientation, disability, and ethnic backgrounds of students, parents, partners, and colleagues

Exercise appropriate judgment in making decisions

Establish and maintain effective working relationships with those contacted in the course of work

Maintain confidentiality of information

Demonstrate attendance sufficient to complete the duties of the position as required

ENVIRONMENT AND PHYSICAL ABILITIES:

ENVIRONMENT:

Many duties are performed in an office setting. Travel to other SDCOE, school district, or partner locations will be required as part of this assignment.

PHYSICAL ABILITIES:

Must be able to hear and speak to exchange information; see to perform assigned duties; sit or stand for extended periods of time; possess dexterity of hands and fingers to operate computer and other office equipment; kneel, bend at the waist, and reach overhead, above the shoulders and horizontally, to retrieve and store files; lift light objects. Off-site visits may include schools, employer facilities, and corporate offices throughout San Diego County.

Established	Revised	Approved by Personnel Commission	FLSA Status	Salary Grade
6/2016		June 14, 2016	Exempt	Classified Management Grade 35