



Job Description

POSITION TITLE:	Coordinator IV Sky Mountain Outdoor Educational Center Educational Services/STEM Programs (CERTIFICATED)	#6239
SALARY PLACEMENT:	Management Salary Schedule Range 14	

SUMMARY OF POSITION:

Under direction of the Assistant Superintendent of Educational Services and the Director II of Sky Mountain Outdoor Educational Center, manages the day-to-day operation of outdoor education programs, events, and professional development at Sky Mountain in Placer County. This position, along with the Project Leader III of Sky Mountain, oversees the entire operation of the resident outdoor school, supports the implementation, continuance, and/or upgrading of existing outdoor education activities and programs. Assumes responsibility for developing, organizing, scheduling, fundraising and grant writing to support the implementation of outdoor education programs including Sky Mountain. Does related work as assigned. The Coordinator may be required to live onsite during inclement weather.

MINIMUM QUALIFICATIONS-EDUCATION, TRAINING, AND EXPERIENCE:

Possess a Bachelor's Degree, a valid Administrative Services Credential, a certificate of eligibility, or be eligible to apply for a Waiver, or Intern Administrative Credential. Knowledge of curriculum development. Recent experience in program supervision, development, or management; organization of activities and/or special events. Possess or commit to obtaining in one year: a valid AED, first aid and CPR certification, a lifeguard (open water) certification, and a Serv Safe certification.

DESIRABLE QUALIFICATIONS – EDUCATION, TRAINING, AND EXPERIENCE:

Possess a Master's Degree in an educational or related field. Bilingual in English/Spanish. Five years' experience working in program management for outdoor education or a related field. One year of administrative, supervisory experience in an outdoor school; one year naturalist experience. Two to three years of classroom teaching experience.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- program evaluation and data collection
- assigned software

Ability to:

- supervise, evaluate, and lead staff
- operate a computer
- be flexible based on program needs
- oversee and manage budgets
- create and follow policies and procedures
- make decisions and solve problems effectively and efficiently
- delegate authority and assign responsibility to others utilizing skill and judgement
- acquire knowledge of environmental sciences and curriculum, history of the Sierra Nevada mountains, and other related subjects
- administer and coordinate the maintenance and food serve programs at Sky Mountain Outdoor Educational Center
- provide leadership in programs designed for students in grades K-12 with a focus on Outdoor Education
- speak and make presentations before large groups of people

- evaluate the quality of student programs with an eye on creating new programs, enhancing, and upgrading existing ones
- communicate and integrate programs effectively with other members of the STEM Department as well as parents, administrators and students
- assist with the removal of snow during winter months

Possess:

- leadership skills in planning, setting agendas, and coordinating/conducting meetings/trainings
- management skills in the areas of scheduling, inventory control and communication with staff and the community
- a valid California driver's license and proof of liability insurance coverage in the minimum amount required by SJCOE policy; insurable by the SJCOE carrier. Must furnish own transportation as required to fulfill job duties.

DISTINGUISHING CHARACTERISTICS:

The Coordinator series represents advanced management positions and has four levels.

ESSENTIAL FUNCTIONS:

Essential functions may include, but are not limited to:

1. Work effectively with school districts, community organizations, government agencies, parents, students, and/or staff.
2. Maintain confidentiality on issues concerning program and staff.
3. Hire, supervise and evaluate staff.
4. Participate, coordinate, or conduct a variety of meetings, staff developments, committees, trainings, workshops, and/or conferences in order to present materials and information concerning department programs, services, operations, and activities; represent the SJCOE at local, regional, and state meetings, conferences, in-services, boards, councils, and events.
5. Maintain current knowledge and interpret applicable rules, regulations, policies, procedures, contracts, State and Federal laws, codes, and regulations.
6. Communicate effectively both orally and in writing.
7. Analyze situations accurately and adopt an effective course of action.
8. Establish and maintain cooperative and effective working relationships with others.
9. Work independently with little direction.
10. Meet schedules and timelines.
11. Prepare reports as needed for program.
12. Oversee and manage budgets.
13. Manage discipline problems of students and cabin leaders, if needed.
14. Manage day-to-day operation of the residential outdoor education site.
15. Establish, implement, and oversee the approved curriculum development program.
16. Work with outside groups who wish to use Sky Mountain for meetings, workshops, retreats purposes, etc.
17. Provide professional growth in-services for staff and volunteers.
18. Coordinate and approve weekly schedule for Sky Mountain.
19. Schedule schools for outdoor education at Sky Mountain.
20. Maintain security procedures for Sky Mountain.
21. Facilitate and complete the hazardous materials business plan for Sky Mountain.
22. Oversee and coordinate interactions with Placer County's Environmental Health division.
23. Work with US Forest Service and Placer County Fire/CAL FIRE.
24. Operate necessary vehicles and equipment, including those in snow.
25. Perform other related duties as required.

PHYSICAL REQUIREMENTS:

Employees in this position must have the ability to:

1. Sit and stand for extended periods of time.
2. Enter data into a computer workstation, operate standard office equipment and use the telephone.
3. Hear and understand speech at normal levels and on the telephone.
4. See and read the computer screen and printed matter with or without vision aids.
5. Speak so that others may understand at normal levels to small or large groups, and on the telephone.
6. Stand, walk, and bend over, reach overhead, grasp, push, pull and move, lift and/or carry up to 50 pounds to waist height.

7. Work outside in inclement weather.
8. Hike over uneven terrain for up to 5 miles in inclement weather.

WORK ENVIRONMENT:

Employees in this position will be required to work mainly outdoors in an educational environment located in the Sierra Nevada Mountains. Employees may come in direct contact with SJCOE and school district staff, students, parents, outside agency staff and the public.

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