



## Job Description

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**POSITION TITLE:** Director II, Outdoor Education #6168  
Sky Mountain/STEM Programs  
Educational Services

**SALARY PLACEMENT:** Senior Management Salary Schedule  
Range 2

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**MINIMUM QUALIFICATIONS-EDUCATION, TRAINING, AND EXPERIENCE:**

Possess a Bachelor’s Degree. Possess a California Teaching Credential and an Administrative Services Credential; or equivalent experience in outdoor education program management. Working knowledge and/or experience with student-activity and curriculum development at the elementary, middle and/or high school level or similar experience. Experience in managing, supervising or scheduling events for large groups of participants and staff or similar experience. Five years of experience working in a related field.

**DESIRABLE QUALIFICATIONS – EDUCATION, TRAINING, AND EXPERIENCE:**

Possess a Master’s Degree. Experience teaching outdoor education. Experience developing, marketing and promoting programs related to daily residential outdoor education programs and other events.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

Possess leadership skills in planning, setting agendas, and coordinating/conducting meetings/trainings. Ability to supervise, lead, and evaluate staff. Ability to operate a computer and knowledge of assigned software. Knowledge of program evaluation and data collection. Ability to be flexible based on program needs. Ability to create and follow policies and procedures. Ability to oversee and manage budgets. Possess 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.

**CREDENTIALS AND/OR UNIQUE KNOWLEDGE, SKILLS AND ABILITIES:**

Ability to plan, coordinate, complete, and provide leadership for outdoor education programs designed for students in grades K-12, adult professional development and other events. Aptitude to speak and make presentations before large groups of people. Ability to provide instruction, leadership and guidance to participating teachers and students. Function in a leadership role in setting agendas and conducting planning meetings on a regular basis. Capability to evaluate the quality of student programs with an eye on creating new programs and enhancing and upgrading existing ones. Communicate and integrate programs effectively with other members across multiple department at SJCOE, as well as, parents, administrators, students and community members. With support from San Joaquin County Office of Education’s Emergency Preparedness Coordinator, plan, develop, implement and oversee site safety plans for Sky Mountain.

**DISTINGUISHING CHARACTERISTICS:**

The Director II series represents advanced management positions and has three levels.

**SUMMARY OF POSITION:**

Under direction of the Associate Superintendent of Student Programs and Services, the Assistant Superintendent of Educational Services and assisting the Director of STEM Programs, support the development, implementation, continuance, and upgrading of new and existing programs at Sky Mountain.

**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. 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. Review and analyze contracts and Memorandums of Understanding.
14. Hire, coordinate and train Sky Mountain staff.
15. Recruit and market to schools and other organizations to utilize the outdoor education facilities.
16. Oversee, develop and manage program schedules.
17. Oversee and manage food service program for Sky Mountain.
18. Seek funding via donations and grant writing in order to support the ongoing work.
19. Act as student discipline designee.
20. Coordinate with site operations manager to ensure facility is properly maintained.
21. Travel extensively within and outside of California to research outdoor education programs for Sky Mountain program planning and recommendations.
22. 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 25 pounds to waist height.
7. Be able to traverse rigorous terrain, take prolonged hikes, and work long hours including intermittent overnight stays.

**WORK ENVIRONMENT:**

Employees in this position will be required to work indoors and/or outdoors in an educational and standard office environment and come in direct contact with SJCOE and school district staff, students, parents, outside agency staff and the public.

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