Job Description

Marin County Office of Education

Director - Walker Creek Ranch

Diversity, Equity, Inclusion, and Belonging (DEIB) Vision Statement:
At Marin County Office of Education, we commit to being inclusive, anti-racist, and culturally proficient.

Purpose Statement

The job of Director - Walker Creek Ranch is done for the purpose/s of managing, planning, organizing, and coordinating the administration of Walker Creek Ranch Outdoor Education/Conference Center including services, facilities, physical plant, grounds, and water systems and sewage treatment; managing and developing program activities and site operations; providing support to the instructional and operational process; developing and implementing program goals, objectives, policies, and procedures; ensuring smooth, safe, and efficient program services; supervising and evaluating assigned staff; providing information and serving as a resource to others; enforcing established policies and regulatory requirements; and resolving issues.

This Job reports to Assigned Supervisor

Essential Functions

- Communicates with staff, administrators, parents, and county office for the purpose of ensuring information regarding program services, schedules, and activities is shared appropriately and providing information concerning standards and requirements for student learning.
- Coordinates presentations for a variety of meetings/events (e.g. ranch services and instructional activities, special program events, private conferences/family reunions/weddings, etc.) for the purpose of educating schools, parents, teachers, general public, and other entities about the programs available at Walker Creek Ranch Outdoor Education/Conference Center.
- Develops environmental education curriculum based on Science standards (e.g. theories, terminology and information related to life science, ecology and natural history, etc.) for the purpose of ensuring alignment with Science framework and curriculum standards, grade level appropriate content, and meeting program goals and objectives.
- Develops and monitors the budget for the purpose of ensuring allocations are accurate, revenues are projected, tracked and recorded, expenses are monitored and within budget limits and/or fiscal practices are followed, and ensuring compliance with local, state and federal regulations.
- Develops, implements, and monitors business plans for the purpose of ensuring fiscal sustainability within the enterprise structure.
- Directs and coordinates working relationships (e.g. lessee relationships, federal/state/local agencies, etc.) for the purpose of ensuring current/future negotiations, maintaining effective communication, and sharing same or similar land use, conservation, and management goals.
- Forecasts enrollment and facility requirements for long- and -short term planning for the purpose of providing information and budgets for capital improvements and related activities and/or projects.
- Implements a variety of policies, procedures, and processes (e.g. outdoor education programs, safety protocols, maintenance projects, etc.) for the purpose of providing direction and supporting activities, enhancing student achievement and outcomes, and maintaining compliance with established standards.

- Markets programs and services for the purpose of ensuring sustainable outdoor school and conference center program activities and revenues.

- Monitors all Walker Creek Ranch Outdoor Education services (e.g. activities, student behavior/discipline, curriculum development, etc.) for the purpose of ensuring educational effectiveness and operational efficiency.

- Operates a variety of program vehicles and office equipment for the purpose of supporting program operations.

- Oversees ranch services (e.g. maintenance, food service, educational programs, conference center guest hospitality, etc.) for the purpose of providing a safe working environment, meeting mandated nutritional requirements for students/staff/visitors, ensuring educational effectiveness, and complying with established requirements.

- Plans a variety of educational and site operations (e.g. program timelines, calendars, scheduling groups, catering/food service, site maintenance, etc.) for the purpose of coordinating activities, maintaining safe and smooth operating facilities, and ensuring program outcomes and state objectives are achieved.

- Prepares a variety of materials (e.g. quantity reports, student activities, staff and student evaluations, etc.) for the purpose of documenting activities, providing written reference and historical documentation.

- Provides technical information and assistance (e.g. program services, needs/activities, marketing information, etc.) for the purpose of achieving program goals and objectives and assisting in the formulation and development of policies, procedures, processes.

- Researches, writes, and applies for grant opportunities (e.g. program/administrative needs, student needs, curriculum development, etc.) for the purpose of developing additional funding resources for current and/or future goals and objectives.

- Responds to emergency situations involving site staff, students or conference attendees as needed, including overnight, as scheduled, for the purpose of ensuring safe, efficient program operations.

- Supervises and evaluates permanent/seasonal staff (e.g. interviewing/recruiting, staff scheduling, employee assignments, etc.) for the purpose of maintaining adequate staffing, enhancing productivity, monitoring performance, providing for professional growth and technical support, and ensuring objectives of programs are achieved within budget.

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 occasionally 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; developing and implementing business plans; using pertinent software applications; preparing and maintaining accurate records; applying instructional techniques unique to outdoor/environmental instruction; communicating effectively with students and staff; using tact, patience and courtesy; using instructional techniques related to life science, ecology, and natural history; and administering personnel policies.

KNOWLEDGE is required to perform advanced math; 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; creating and monitoring budgets; bookkeeping principles; concepts of developing, monitoring and adapting business plans; concepts of management and supervision; local, state and federal standards and requirements governing Outdoor Education; camp and

conference facility maintenance and operation; utility use and conservation techniques; and terminology, concepts, methods and procedures involved in coordinating outdoor program activities.

ABILITY is required to schedule a significant number of activities, meetings, and/or events; often gather, collate, and/or classify data; and consider a variety of factors when using 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 a variety of processes. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize a variety of types of job-related equipment. 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, community, and guests; motivating staff; resolving issues; establishing and maintaining cooperative an effective working relationships; directing and teaching others; repairing and maintaining equipment and vehicles; and adapting to changing work priorities.

Responsibility

Responsibilities include: working independently under broad organizational guidelines to achieve unit objectives; managing multiple departments; determining the use of funds. Utilization of resources from other work units is often required to perform the job's functions. There is some opportunity to significantly impact the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling, some climbing and balancing, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 40% sitting, 30% walking, 30% standing. The job is performed under minimal temperature variations and in a generally hazard free environment.

Experience: Job related experience within a specialized field with increasing levels of responsibility is required in a related position with at least 5 years of increasing responsibility. 2 years in a supervisory role in a school district or county office of education desired.

Education: Bachelors degree in job-related area.

Equivalency: Any combination of education, training, and/or experience which demonstrates ability to perform the duties as described. Experience with increasing levels of responsibility can be substituted for education year for year.

Required Testing

Pre-Employment Proficiency Test

Certificates and Licenses

Valid California Administrative Services Credential or Teaching Credential (Desired)
Emergency Medical Technician/Wilderness First Responder Certificate (Desired)
Valid Driver's License & Evidence of Insurability
DMV Pull Notice Enrollment
D-1 Water Distribution and Waste Water Treatment Operator Certifications (Desired)

Continuing Educ. / Training

Maintains Certificates and/or Licenses
Mandated Reporter Training Certificate

Clearances

Measles Vaccination
Pre-Employment Fingerprinting
Tuberculosis (TB) Clearance

FLSA Status

Exempt

Approval Date

Salary Grade

Revised Date