



Job Description

Marin County Office of Education

Manager, Outdoor Education Program - 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 Manager, Outdoor Education Program - Walker Creek Ranch is done for the purpose/s of providing support to the instructional process by planning, organizing, and directing educational site operations and services, in support of the Residential Outdoor Education program; coordinating communications, staff, and information for student education needs; assuring smooth, safe, and efficient program services; supervising and evaluating the performance of assigned staff; providing information and serving as a resource to others; enforcing established policies and regulatory requirements; coordinating activities; and addressing issues.

This Job reports to Assigned Supervisor

Essential Functions

- Coordinates a variety of procedures and processes (e.g. staff certifications, incoming/outgoing procedures, curriculum development, etc.) for the purpose of providing direction and support in compliance with established standards and assisting with achieving student outcomes.
- Evaluates and monitors Residential Outdoor Education services (e.g. student behavior/learning, coordination of activities/calendars, etc.) for the purpose of providing educational effectiveness and operational efficiency.
- Facilitates communication among staff, teachers, students, parents, and administrators for the purpose of ensuring program information, services, schedules, and activities are shared appropriately for program implementation.
- Maintains a variety of files and documents (e.g. reports, costs/billings, marketing information, payroll, etc.) for the purpose of providing current reference and historical documentation and complying with regulatory requirements and established guidelines.
- Manages Residential Outdoor Education functions (e.g. facility/grounds/conference usage, costs, cleanliness, etc.) for the purpose of maintaining safe and efficient program operations.
- Operates a variety of equipment and program vehicles (e.g. office, projectors, carts, etc.) for the purpose of supporting program operations on site.
- Participates and/or presents at a variety of meetings, workshops, and conferences regarding a variety of topics (e.g. special program events, Outdoor Education services/instructional activities, risk management, etc.) for the purpose of educating school sites, gathering and/or conveying information, and representing MCOE at associations for environmental and outdoor education.
- Plans a variety of educational operations (e.g. curricular themes, program timelines, daily Residential Outdoor Education activities, instructional/outdoor functions, etc.) for the purpose of coordinating activities and ensuring outcomes achieve the program's stated objectives.
- Prepares a variety of materials (e.g. student activities, staff/student evaluations, etc.) for the purpose of documenting activities, providing written reference and historical documentation.

- Provides technical information and assistance (e.g. program services and related issues, needs and activities, etc.) for the purpose of assisting in the formulation and development of policies, procedures, and processes.
- 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 residential interns and assigned staff (e.g. employee assignments/evaluations, payroll, calendars, etc.) for the purpose of managing workload, monitoring performance, and achieving overall standards and objectives of program goals.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the Residential Outdoor Education program.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: conference/meeting planning and scheduling; 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; and administering personnel policies.

KNOWLEDGE is required to perform algebra and/or geometry; read technical information, compose a variety of documents, and/or facilitate group discussions; and solve practical problems. 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; concepts of management and supervision; local, state, and federal standards and requirements governing Outdoor Education; and terminology, concepts, methods and procedures involved in coordinating program activities.

ABILITY is required to schedule a number of activities, meetings, and/or events; often gather, collate, and/or classify data; and consider a number of factors when using equipment. Flexibility is required to work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using a variety of standardized methods. 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 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 and community; motivating staff; resolving issues; establishing and maintaining cooperative and effective working relationships; directing and teaching others; and adapting to changing work priorities.

Responsibility

Responsibilities include: working under limited supervision using standardized practices and/or methods; directing other persons within a department, large work unit, and/or across several small work units; tracking budget expenditures. Utilization of resources from other work units may be required to perform the job's functions. There is a continual opportunity to impact the organization's services.

Work Environment

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

Experience: Job related experience with increasing levels of responsibility is required in an outdoor education school setting, for a minimum of 3 years, including responsibility for providing instructional support and leadership for environmental education.

Education: Bachelors degree in job-related area with an emphasis in environmental education.

Equivalency: Any combination of education, training and/or experience which demonstrates the 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

CPR/First Aid Certificate
Valid Driver's License & Evidence of Insurability
DMV Pull Notice Enrollment
Valid California Administrative Services Credential or
Teaching Credential (Desired)
Emergency Medical Technician / Wilderness First
Responder Certificate (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