

DIRECTOR OUTDOOR ENVIRONMENTAL EDUCATION

DEFINITION

Under direction, plans, organizes, controls, and directs the educational operations, services and environmental education curriculum-based instructional activities of the Residential Outdoor Education program; coordinate and direct communications, personnel and information to enhance education services for students and assure smooth and efficient program activities; supervise and evaluate the performance of assigned personnel.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Associate Superintendent, Educational Services. Exercises direct supervision over supervisory, professional, technical, and administrative support staff through subordinate levels of supervision.

CLASS CHARACTERISTICS

This is a management classification responsible for planning, organizing, reviewing, and evaluating business and payroll services. Incumbents are responsible for performing diverse, specialized, and complex work involving significant accountability and decision-making responsibilities, which include developing and implementing fiscal policies and procedures for assigned programs and ensuring compliance with regulatory requirements. Incumbents serve as a professional-level resource for organizational, managerial, and operational analyses and studies. Performance of the work requires the use of considerable independence, initiative, and discretion within broad guidelines.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Plans, organizes, controls, and directs the educational operations, services and environmental education curriculum-based instructional activities of the Residential Outdoor Education program; establish and maintain program timelines and priorities; assure related activities comply with requirements, laws, codes, regulations, policies and procedures.
- Coordinate and direct communications, personnel and information to enhance education services for students and assure smooth and efficient program activities; direct the development and implementation of Residential Outdoor Education programs, services, activities, goals, objectives, plans, strategies, standards, projects, processes and procedures.
- Supervise and evaluate the performance of assigned personnel; interview and select employees and recommend transfers, reassignment, termination, and disciplinary actions; coordinate subordinate work assignments and review work to assure compliance with established standards, requirements and procedures; recruit, hire and oversee the work of intern staff.
- Direct the development and implementation of field trips and a variety of environmental education

curriculum-based instructional activities to facilitate and enhance student understanding of principles, theories, terminology and information related to life science, ecology and natural history, and Environmental Education; monitor instructional activities to assure alignment with curriculum standards and program goals and objectives.

- Develop and prepare the annual preliminary budget for Residential Outdoor Education; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established limitations; establish, maintain, and assure proper collection and accounting of program; research, obtain and maintain grants, donations and other funding sources; prepare related documentation.
- Assure adequate personnel and resources to meet Residential Outdoor Education and related student needs; monitor staffing needs and initiate recruitment activities as appropriate; coordinate and direct the preparation and serving of food and related contract services to meet student nutrition needs; coordinate and direct purchasing activities to meet instructional material and equipment needs.
- Establish and maintain partnerships to facilitate and enhance support and resources for students utilizing Residential Outdoor Education services; collaborate with community resources, educational organizations, and others in developing and providing services for Residential Outdoor Education students; review, develop and negotiate contracts with vendors, school districts and community resources.
- Provide consultation and technical assistance to personnel, administrators, parents, outside agencies and the public concerning Residential Outdoor Education; respond to inquiries and provide detailed and technical information concerning related services, standards, requirements, issues, principles, practices, techniques, laws, codes, regulations, policies, and procedures.
- Coordinate and direct Residential Outdoor Education communications and information between the County Office, staff, administrators, districts, schools, governmental organizations, outside agencies, students, parents, and others; investigate, evaluate and resolve student, administrative and staff issues, conflicts and complaints related to Residential Outdoor Education.
- Direct operations and activities to enhance Residential Outdoor Education staff understanding of educational practices, instructional material guidelines and requirements, curriculum and instructional strategies related to life science, ecology and natural history, and environmental education.
- Operate a variety of office equipment including a copier, fax machine, computer and assigned software; drive a vehicle to conduct work; utilize life science equipment such as in-vessel composters and aquariums; assure equipment is maintained in proper working condition.
- Attend, conduct and participate in a variety of meetings as assigned; prepare and deliver oral presentations concerning Residential Outdoor Education services, operations, issues, needs and activities; attend and participate in various committees.
- Prepare employee recommendations for jobs and graduate school as requested.
- Attends and/or leads a variety of conferences, meetings, and workshops for the purpose of addressing instruction and curriculum, leading the work of as assigned committees and work groups addressing SMCOE goals, objectives and strategic plan for the Outdoor Environmental Education Program.
- Compiles and analyzes national, state and district level data, trends and policies related to outdoor educational programs for the purpose of identifying and anticipating district and school needs and designing services to address those needs.
- Conducts a variety of meetings and conferences at the local state and national level for the purpose of preparing and delivering oral presentations and providing vital information regarding Residential

Outdoor Education Services.

- Designs and coordinates staff development and training activities for the Outdoor/ Environmental Program for the purpose of implementing professional development activities that address training needs and promote and model personal commitment to ongoing professional learning.
- Develops annual preliminary budget for Residential Outdoor Education (e.g. analysis and review of all budgetary and financial data, etc.) for the purpose of providing oversight and direction in identifying funding sources, preparing multi-year projections and managing annual revenue.
- Directs development and implementation of field trips and instructional activities (e.g. summer and week- long scheduling of groups utilizing the outdoor school facilities, etc.) for the purpose of enhancing student understanding of principles, theories, terminology related to life science, ecology and natural history.
- Establishes partnerships (e.g. community resources, educational organizations, etc.) for the purpose of developing and providing services for Residential Outdoor Education students.
- Evaluates the curriculum and delivery of all outdoor school and outreach programs for the purpose of ensuring that standards and guidelines are being met.
- Facilitates the development and implementation of professional learning activities (e.g. curriculum development, educational practices, instructional strategies, etc.) for the purpose of ensuring implementation by residential outdoor education staff and complying with all material guidelines and requirements related to life science, ecology and natural history, and environmental education.
- Interfaces with various local and state agencies (e.g. Health department, Parks department, etc.) for the purpose of ensuring alignment with all compliance requirements.
- Maintains partnerships (e.g. community resources, educational organizations, vendors, school districts, community resources, etc.) for the purpose of facilitating and enhancing support and resources for students and staff.
- Monitors the maintenance of a variety of records, reports and files (e.g. schedules, grants, reimbursements, donations, grants, budgets, etc.) for the purpose of maintaining all operational functions.
- Negotiates vendor contacts (e.g. reviewing, negotiating vendor availability and vendor qualification, etc.) for the purpose of ensuring optimal implementation of processes, equipment, materials for the Residential Outdoor Education program.
- Provides leadership in collaborating with a variety of school district administrators for the purpose of providing technical assistance concerning standards, requirements, issues, principles, practices, laws, codes regulations and ensuring the success of the Outdoor/Environmental Educational Program.
- Researches current leadership and instructional practices and environmental priorities for the purpose of supporting improvement of student learning; anticipating and preparing to meet future environmental trends.
- Schedules outdoor school participation with local school districts for the purpose of ensuring implementation of Outdoor/Environmental Education guidelines and regulations.
- Performs related duties as required.

QUALIFICATIONS

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to a Master's degree from an accredited college or university with major coursework in education or a closely related field; and

Five (5) years of increasingly responsible experience implementing outdoor education or related instructional programs and activities.

Licenses and Certifications:

- Valid Administrative Services Credential.
- Some positions may require possession of a valid California Driver's License and a satisfactory driving record to be maintained throughout employment.

Knowledge of:

- Planning, organization and direction of the educational operations, services and environmental education curriculum-based instructional activities of the Residential Outdoor Education program.
- Curriculum standards, interpretation, and application in Residential Outdoor Education.
- Instructional techniques and strategies related to life science, ecology and natural history, and environmental education.
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- Local, State and Federal standards and requirements governing Residential Outdoor Education.
- Terminology, principles, theories, practices, and procedures related to life science, ecology and natural history, and environmental education.
- Comprehensive organization, activities, goals and objectives of Residential Outdoor Education.
- Principles, practices and procedures involved in the development and implementation of educational programs, services, goals, objectives, plans, strategies, standards, projects, processes and procedures.
- Oral and written communication skills.
- Budget preparation and control.
- Principles and practices of administration, supervision and training.
- Applicable laws, codes, regulations, policies, and procedures.
- Interpersonal skills using tact, patience and courtesy.
- Operation of a computer and assigned software.

Ability to:

- Plan, organize, control, and direct the educational operations, services and environmental education

- curriculum-based instructional activities of the Residential Outdoor Education program.
- Coordinate and direct communications, personnel and information to enhance education services for students and assure smooth and efficient program activities.
 - Supervise and evaluate the performance of assigned personnel.
 - Coordinate and direct the development and implementation of a variety of environmental education curriculum-based instructional activities to facilitate and enhance student understanding of principles, theories, terminology and information related to life science, ecology and natural history, and environmental education.
 - Research, obtain and maintain grants, donations, and other funding sources.
 - Establish and maintain partnerships to facilitate and enhance support and resources for students.
 - Provide consultation and technical assistance concerning Residential Outdoor Education services.
 - Assure adequate personnel, instructional materials, and resources to meet program needs.
 - Communicate effectively both orally and in writing.
 - Interpret, apply, and explain laws, codes, regulations, policies and procedures.
 - Establish and maintain cooperative and effective working relationships with others.
 - Operate a computer and assigned office equipment.
 - Analyze situations accurately and adopt an effective course of action.
 - Meet schedules and timelines.
 - Work independently with little direction.
 - Plan and organize work.
 - Prepare comprehensive narrative and statistical reports.
 - Direct the maintenance of a variety of reports, records and files related to assigned activities.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing divisional policies and procedures.