

SAN MATEO COUNTY OFFICE OF EDUCATION COORDINATOR, ENVIRONMENTAL EDUCATION

JOB SUMMARY:

Under the direction of the STEAM Center Director and the Curriculum and Instructional Services Administrator, the Environmental Education Coordinator manages and directs all aspects of the SMCOE Environmental Education Initiative in San Mateo County.

ESSENTIAL DUTIES:

Duties may include, but are not limited to, the following:

- Provide leadership and implement a broad Environmental Education Initiative in San Mateo County that promotes environmental literacy;
- Develop realistic and effective plans for meeting goals, establishing timelines and measurable outcomes, estimating required resources, and anticipating obstacles;
- Strengthen collaboration across the county by establishing, developing and maintaining partnerships with community resources and outside agencies as well as connect to related initiatives regionally and statewide;
- Develop and implement an effective constituent relationship management (database) strategy to ensure maintenance and monitoring of key relationships among affiliated individuals and organizations;
- Plan and facilitate meetings with multiple stakeholders within a collaborative governance structure;
- Plan, design and implement training and professional development activities using various blended and online learning technologies and methodologies;
- Coordinate activities and provide training and assistance to enhance faculty and administrative skills and understanding related to environmental educational;
- Serve as a liaison and coordinate communications, activities and information between County Office administrators, personnel, school districts, outside organizations, governmental agencies and the public;
- Develop and implement strategies and training activities to enhance educational effectiveness and student learning in environmental education;
- Supervise and evaluate the performance of assigned personnel;
- Assist in the development and preparation of annual preliminary budgets; review and evaluate budgetary and financial data;
- Participate in researching, obtaining and maintaining grants and other funding sources; prepare proposals and assist with developing and maintaining contracts as required;
- Compile, review and analyze a variety of technical data and information related to instructional area; prepare and maintain a variety of records and reports;
- Drive a vehicle to conduct work; visit sites and classrooms to monitor educational activities;
- Attend and participate in a variety of meetings, task forces, seminars, in-services and conferences as directed;
- Initiate, develop, and prepare contracts/agreements with external entities, as needed;
- Coordinate, as needed with other SMCOE-related initiatives;
- Perform related duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

KNOWLEDGE OF:

- Effective strategies, innovative approaches, and models for environmental education learning and programming;
- Effective practices in planning and delivery of training/professional development;
- Best practices in closing the achievement gap and promoting equitable programs and practices for all students;
- Local, state, and federal standards and requirements related to environmental education in K-12 public education;
- Diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of County students;
- Basic budget preparation and control;
- Applicable laws, codes, regulations, policies and procedures;
- Interpersonal skills using tact, patience and courtesy;
- Public speaking techniques;
- Operation of a variety of office equipment including computers projectors and assigned software.

SKILLS AND ABILITY TO:

- Provide consultation and technical assistance concerning environmental education;
- Design, develop, implement and conduct training and professional development;
- Facilitate groups in planning, problem-solving and decision-making;
- Collaborate successfully with diverse groups;
- Prepare and deliver oral presentations;
- Coordinate activities to enhance faculty and administrative understanding of educational practices, curriculum standards and instructional strategies;
- Interpret, apply and explain laws, codes, regulations, policies and procedures;
- Supervise and evaluate the performance of assigned personnel;
- Communicate effectively both orally and in writing;
- Establish and maintain cooperative and effective working relationships with others;
- Analyze situations accurately and adopt an effective course of action;
- Meet schedules and time lines;
- Work independently with little direction;
- Prepare and maintain various records, reports and files;
- Operation of a variety of office equipment including computers, projectors and assigned software.

WORKING CONDITIONS:

ENVIRONMENT:

- Indoor and outdoor work environment
- Driving a vehicle to conduct work

PHYSICAL DEMANDS:

- Use and manipulate a computer keyboard and other office equipment;
- Read a variety of materials;
- Sit and stand for extended periods of time.