

SAN MATEO COUNTY OFFICE OF EDUCATION

CLASS TITLE: DIRECTOR, OUTDOOR/ENVIRONMENTAL EDUCATION

BASIC FUNCTION:

Under the direction of the Associate Superintendent, Instructional Services, 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.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Plan, organize, control and direct the educational operations, services and environmental education curriculum-based instructional activities of the Residential Outdoor Education program; establish and maintain Program time lines and priorities; assure related activities comply with established standards, 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; 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 student fees; 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.

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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 contacts with vendors, school districts and community resources.

Monitor and evaluate the Residential Outdoor Education program for educational and financial effectiveness and operational efficiency; respond to administrative, staff and public input concerning educational needs; oversee the development and implementation of services, policies and procedures to enhance the educational and financial effectiveness and operational efficiency of Residential Outdoor Education.

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, polices 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.

Maintain current knowledge of educational methods, practices and standards related to Residential Outdoor Education and related laws, codes, regulations, policies and procedures; modify Program activities and services to assure compliance with standards and requirements as needed.

Oversee and participate in the preparation and maintenance of various records, reports and files related to Residential Outdoor Education students, grants, donations, nutrition, reimbursements, vehicles, budgets, financial activity, personnel and assigned duties.

Provide technical information and assistance to the Associate Superintendent regarding program needs, services and activities; assist in formulating and developing related policies, procedures and programs.

Communicate with administrators, personnel and outside agencies to exchange information, coordinate activities and programs and resolve issues or concerns

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

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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.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

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.

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.

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.

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.

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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 time lines.
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.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: master's degree in education or related field and five years increasingly responsible experience working with outdoor education or related instructional programs and activities.

LICENSES AND OTHER REQUIREMENTS:

Valid Administrative Services Credential.
Valid California driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor work environment.
Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard.
Seeing to read a variety of materials.
Sitting or standing for extended periods of time.
Hearing and speaking to exchange information and make presentations.