

SAN MATEO COUNTY OFFICE OF EDUCATION

CLASS TITLE: MANAGER, OUTDOOR EDUCATION

BASIC FUNCTION:

Under the direction of the Director, Outdoor/Environmental Education, plan, organize and direct educational operations, activities and services in support of the Residential Outdoor Education program; coordinate communications, personnel and information to meet student education needs and assure smooth, safe and efficient Program services; supervise and evaluate the performance of assigned personnel.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Plan, organize and direct educational operations, activities and services in support of the Residential Outdoor Education program; assist in establishing and maintaining Program time lines and priorities; assist in directing day-to-day Residential Outdoor Education activities; assist in assuring related activities comply with established standards, requirements, laws, codes, regulations, policies and procedures.

Coordinate communications, personnel and information to meet student education needs and assure smooth, safe and efficient Program services; assist in the development and implementation of Outdoor Education programs, services, schedules, calendars, activities, goals, objectives, plans, strategies, standards, projects, processes, systems and procedures.

Supervise and evaluate the performance of assigned personnel; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; develop staff schedules, assign employee duties and review work to assure compliance with established standards, requirements and procedures; conduct staff orientations and training activities.

Coordinate communications, programs, services and information between teachers, administrators, staff, cabin leaders, school districts, outside agencies, students, parents and the public; investigate and resolve student, administrative and staff issues, conflicts and complaints; establish and maintain partnerships with outside agencies to facilitate and enhance support for Outdoor Education.

Plan, organize and direct camp activities to assure the health, well-being and safety of students and staff during instructional and outdoor functions; coordinate and participate in activities related to the discipline of students according to established policies and procedures; coordinate response and implement solutions to student behavior, health and safety issues as needed.

Participate in a variety of activities to enhance teacher and staff understanding of educational practices, instructional material guidelines and requirements, curriculum and instructional strategies related to life science, ecology and natural history; assist with developing and implementing curriculum standards and instructional strategies.

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Provide consultation to personnel, teachers, administrators, parents, school districts, outside agencies and the public concerning Outdoor Education; respond to inquiries and provide detailed and technical information concerning related standards, requirements, instructional activities, issues, principles, practices, techniques, laws, codes, regulations, polices and procedures.

Develop and implement environmental education curriculum; enhance student understanding of principles, theories, terminology and information related to life science, ecology and natural history; monitor instructional activities and assist in assuring alignment with curriculum standards and Program goals and objectives.

Assist in assuring adequate personnel, instructional materials and resources to meet educational needs at assigned sites; monitor and assist in determining staffing needs; initiate recruitment activities as appropriate; coordinate the inventory and purchase of equipment and materials as necessary; assure proper cleaning and maintenance of camp facilities as required.

Assist in the development and preparation of the annual preliminary budget for assigned educational services; review and evaluate financial data; control and authorize expenditures in accordance with established limitations.

Monitor and evaluate Residential Outdoor Education services for educational effectiveness and operational efficiency; assist in the development and implementation of programs, policies and procedures to enhance the educational effectiveness and operational efficiency of Outdoor Education.

Maintain current knowledge of educational methods, practices and standards related to Outdoor Education and related laws, codes, regulations, policies and procedures; assist in modifying programs and services to assure compliance with standards and requirements as needed.

Provide technical information and assistance to the Director, Outdoor/Environmental Education regarding Program services and related issues, needs and activities; assist in the formulation and development of related policies, procedures and programs.

Oversee and participate in the preparation and maintenance of various records, reports and files related to programs, services, students, billings, personnel, health, discipline, incidents, financial activity and assigned duties.

Communicate with administrators, personnel and outside agencies to exchange information, coordinate activities and programs and resolve issues or concerns; oversee and participate in preparing a variety of correspondence and informational materials as required.

Operate a variety of office equipment including a computer and assigned software; drive a vehicle to conduct work.

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Coordinate, attend and conduct a variety of meetings; prepare and deliver oral presentations concerning assigned Outdoor Education services and instructional activities; coordinate and participate in various special events related to Outdoor Education.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Management of Residential Outdoor Education operations, activities and services.

Curriculum standards, interpretation and application in Outdoor Education.

Local, State and federal standards and requirements governing Outdoor Education.

Terminology, concepts, methods and procedures involved in coordinating Program activities.

Terminology, principles, theories, practices and procedures related to life science, ecology and natural history.

Diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of County students.

Instructional techniques and strategies related to life science, ecology and natural history.

Policies and objectives of assigned programs and activities.

Oral and written communication skills.

Principles and practices of administration, supervision and training.

Applicable laws, codes, regulations, policies and procedures.

Budget preparation and control.

Interpersonal skills using tact, patience and courtesy.

Operation of a computer and assigned software.

Basic public relations techniques.

ABILITY TO:

Plan, organize and direct educational operations, activities and services in support of the Residential Outdoor Education program.

Coordinate communications, personnel and information to meet student education needs and assure smooth, safe and efficient Program services.

Supervise and evaluate the performance of assigned personnel.

Assist in the development and implementation of Outdoor Education programs, services, schedules, activities, goals, objectives, plans, strategies, standards, projects, processes, systems and procedures.

Assist in directing day-to-day Outdoor Education activities.

Participate in a variety of activities to enhance faculty understanding of educational practices, instructional material guidelines and requirements, curriculum and instructional strategies.

Investigate and resolve student, administrative and staff issues, conflicts and complaints.

Provide consultation concerning assigned programs and services.

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.

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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 three years experience teaching subject matter related to life science, ecology and natural history.

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.
Walking on trails and during outdoor education instructional activities.