

SANTA CLARA COUNTY OFFICE OF EDUCATION

CLASS TITLE: DIRECTOR I – ENVIRONMENTAL EDUCATION

BASIC FUNCTION:

Under the direction of the Chief Schools Officer, plans, organizes, controls and directs the operations of the County's Walden West Outdoor School Summer Day Camp educational outreach programs; coordinates and directs communications, personnel and information to enhance education services for students and assure smooth and efficient Program activities; supervises and evaluates the performance of assigned personnel.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Plans, organizes, controls and directs the operations of the County's Walden West Outdoor School Summer Day Camp educational outreach programs; establishes and maintains Program timelines and priorities; assures related activities comply with established standards, requirements, laws, codes, regulations, policies and procedures.

Coordinates and directs communications, personnel and information to enhance education services for students and assures smooth and efficient Program activities; directs the development and implementation of Walden West Outdoor School Summer Day Camp educational outreach programs, services, activities, goals, objectives, plans, strategies, standards, projects, processes and procedures.

Supervises and evaluates the performance of assigned personnel; interviews and selects employees and recommends transfers, reassignments, terminations and disciplinary actions; coordinates subordinate work assignments and review work to assure compliance with established standards, requirements and procedures.

Directs 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; monitors instructional activities to assure alignment with curriculum standards and Program goals and objectives.

Develops and prepares the annual preliminary budget for environmental education programs; analyzes and reviews budgetary and financial data; controls and authorizes expenditures in accordance with established limitations; establishes, maintains and assures proper collection and accounting of student fees; researches, obtains and maintains grants, donations and other funding sources; prepares related documentation.

Assures adequate personnel and resources to meet environmental education and related student needs; monitors staffing needs and initiates recruitment activities as appropriate; coordinates and directs the preparation and serving of food and related contract services to meet student nutrition needs; coordinates and directs purchasing activities to meet instructional material and equipment needs.

Provides technical expertise, information and assistance to the Chief Schools Officer regarding environmental education programs; assists in the formulation and development of policies, procedures and programs; recommends proper organization structure for assigned programs and functions.

Plans, organizes and implements long and short-term programs and activities designed to develop programs and services of the environmental education programs and services.

Directs the preparation and maintenance of a variety of narrative and statistical reports, records and files related to assigned activities.

Communicates with other administrators, personnel and outside organizations to coordinate activities and programs, resolve issues and conflicts and exchange information.

Develops and prepares the annual preliminary budget for the Environmental Education Department; analyzes and reviews budgetary and financial data; controls and authorizes expenditures in accordance with established limitations.

Operates a computer and assigned software programs; operates other office equipment as assigned; drives a vehicle to conduct work as assigned.

Attends and conducts a variety of meetings as assigned.

OTHER DUTIES:

Performs 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 Environmental Education program.

Curriculum standards, interpretation and application in Environmental Education programs.

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

Local, State and federal standards and requirements governing the Environmental Education.

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

Comprehensive organization, activities, goals and objectives of Environmental 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 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 Environmental 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.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: master’s degree in education or related field and five (5) years increasingly responsible experience working with outdoor education or related instructional programs and activities.

LICENSES AND OTHER REQUIREMENTS:

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

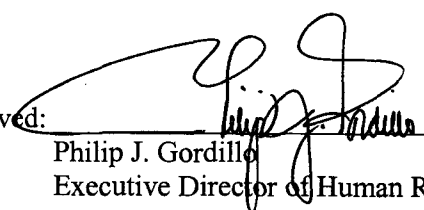
WORKING CONDITIONS:

ENVIRONMENT:

Indoor/outdoor 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.

Approved:  _____ Date 7/01/2011

Philip J. Gordillo
 Executive Director of Human Resources