

## **SAN LUIS OBISPO COUNTY OFFICE OF EDUCATION**

### **JOB TITLE: DIRECTOR, ENVIRONMENTAL EDUCATION**

**REPORTS TO:** Assistant Superintendent, Educational Services  
**SUPERVISES:** Rancho El Chorro staff, clerical staff, Classified Coordinator

#### **DEFINITION:**

Plan, organize, and direct the operations, activities, educational services and support functions of environmental education programs and services, including the Rancho El Chorro Outdoor School (REC) and the California Regional Environmental Education Community (CREEC). Coordinate and direct communications, personnel, resources, staff development services, curricular functions and information to meet State Department of Education, SLOCOE and school district needs and assure smooth and efficient activities. Supervise and evaluate the performance of staff.

#### **QUALIFICATIONS:**

Required:

1. Any combination equivalent to: Master's degree in education or related field and five years increasingly responsible experience working in an educational or similar areas related to environmental education programs and services including two years teaching experience and three years of management-level administration experience. One year of additional increasingly responsible and relevant experience may be substituted for one year of post-graduate education up to a maximum of two years, which must include significant relevant management experience.
2. Fingerprint clearance by both the Federal Bureau of Investigation and the California Department of Justice.
3. Valid California's driver's license.
4. First Aid and CPR Certification (provided by SLOCOE) must be obtained within 130 days of employment. Maintenance of this license is a condition of continued employment.

#### **KNOWLEDGE AND ABILITY:**

1. Knowledge of educational and instructional programs, services, standards, requirements, techniques, strategies and procedures related to assigned programs and services.
2. Knowledge of practices, procedures and techniques involved in the development and implementation of program and service projects, plans, strategies, goals, objectives, systems, schedules, events and activities.
3. Knowledge of local, state and federal standards and requirements governing assigned programs and services.
4. Knowledge of curriculum standards, interpretation and application in assigned programs and services.
5. Knowledge of diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of students.
6. Knowledge of principles, practices and procedures involved in the development and implementation of staff development activities.
7. Knowledge of principles and practices of administration, supervision and training.
8. Knowledge of applicable laws, codes, regulations, policies and procedures, including SLOCOE bargaining agreements, handbooks and merit system rules.
9. Knowledge of public relations techniques.
10. Ability to communicate effectively both orally and in writing.
11. Ability to operate a computer and assigned office equipment.
12. Ability to plan and organize work.
13. Ability to prepare comprehensive narrative and statistical reports.
14. Ability to interpret, apply, and explain rules, regulations, policies and procedures, including bargaining agreements, handbooks, and merit system rules.
15. Ability to work independently, prioritize and manage multiple tasks and effectively apply time management skills.

16. Ability to establish and maintain positive and effective working relationships with diverse populations.
17. Ability to understand and carry out assignments in a neat, orderly, accurate, and timely fashion following verbal or written instructions with minimal supervision.
18. Ability to exercise sound judgments and decisions and to evaluate the results of those judgments and decisions.

### **ESSENTIAL FUNCTIONS:**

1. Direct the operations, activities, educational services and support functions of Environmental Education programs, including Rancho El Chorro Outdoor School (REC) and California Regional Environmental Education Community (CREEC). Ensure related activities comply with established standards, requirements, laws, codes, regulations, policies and procedures. Monitor and coordinate the maintenance of Rancho El Chorro facilities and grounds.
2. Direct communications, staff, resources, staff development services, curricular functions and information to meet State Department of Education, SLOCOE and school district needs and assure smooth and efficient activities. Oversee the development and implementation of projects, plans, strategies, services, goals, objectives, systems, schedules, events and activities.
3. Direct, supervise and evaluate the performance of staff. Ensure training and resources are provided to staff in support of program objectives. Determine when performance improvement is needed. Provide performance guidance and counseling, create and implement performance improvement plans, and disciplinary actions if required. Direct the work of interns, consultants and other non-employees supporting environmental education programs.
4. Assist State Department of Education, community agencies and school districts with fiscal, accountability and administrative functions. Provide assistance to outside agencies in ~~and~~ the development and implementation of environmental education programs, plans, strategies, goals and objectives. Visit community sites, partner agencies and schools, monitor progress of programs and services and adjust activities to meet educational needs.
5. Coordinate program and service communications, resources, activities and information between administrators, personnel, school districts, colleges, universities, outside organizations, families, the public and local, state and federal agencies. Establish and maintain partnerships. Ensure proper and timely resolution of issues and conflicts.
6. Provide consultation and technical expertise to faculty, staff, administrators, outside agencies, families, school districts and the public. Respond to inquiries and provide detailed and technical information concerning related standards, requirements, practices, services, schedules, events, activities, plans, goals, objectives, laws, codes, regulations, policies and procedures. Assist county offices, community-based organizations, and school districts in assuring adequate resources for environmental education programs.
7. Maintain current knowledge of educational methods, practices and standards, pending legislature and laws, codes, regulations, policies and procedures related to assigned activities; Modify programs and services to assure compliance with local, State and federal requirements as appropriate.
8. Direct and participate in the development of curriculum standards. Provide activities to enhance regional liaisons, CREEC coordinators, community-based organizations, representatives, faculty and staff understanding of educational practices, instructional material guidelines and requirements, curriculum standards and instructional strategies. Plan, coordinate, and conduct staff development activities for outside agencies in support of environmental education programs.
9. Coordinate, develop and implement staff development and training activities. Conduct training sessions. prepare and deliver oral presentations. Develop and maintain lesson plans and curriculum standards. Direct and participate in the research, compilation, preparation and dissemination of related training and support materials at the local, regional, and state level.
10. Monitor and evaluate programs and services for educational and financial effectiveness and operational efficiency. Respond to administration, staff, community agencies, and public input concerning educational needs. Develop and implement policies, standards and procedures to enhance the educational and financial effectiveness and operational efficiency of assigned programs and services.
11. Direct the research, assembly and compiling of technical information and data. Oversee the preparation

and distribution of documents such as correspondence, grants, fiscal documents, agendas and calendars.

12. Administer promotional and marketing activities to facilitate state, regional, and community awareness of programs and services. Oversee the preparation and distribution of informational materials.
13. Develop and prepare the annual preliminary budget for programs and services. Analyze and review budgetary and financial data. Monitor and authorize expenditures in accordance with established limitations. Coordinate purchasing activities. Research, obtain and assist school districts, county offices and community-based organizations with grants and other outside funding.
14. Direct and participate in the preparation and maintenance of records, reports and files related to programs, services, grants, schools, curriculum, financial activity, budgets, staff and duties.
15. Coordinate, attend and conduct meetings. Serve on boards, councils and committees. Attend and participate in special events, workshops, in-services and conferences. Present information concerning assigned programs and services.
16. Operate office equipment including a copier, fax machine, computer and assigned software; utilize audio-visual equipment. Drive a vehicle to conduct work.

**ENVIRONMENT:**

1. Outdoor and indoor environment.
2. Seasonal heat and cold, and adverse weather conditions.
3. Frequent interruptions.

**PHYSICAL DEMANDS:**

1. Dexterity of hands and fingers to operate a computer keyboard.
2. Seeing to read a variety of materials.
3. Sitting or standing for extended periods of time.
4. Hearing and speaking to exchange information.
5. Physical agility to lift 15 lbs to shoulder height.
6. Lifting, carrying, pushing or pulling light objects.

**HAZARDS:**

Exposure to poison oak, ticks, biting or stinging insects, snakes, plant pollen, and other plant and wildlife hazards.

Grade Allocation:
Adopted: 9/28/2005
Revised: 5/25/11