



Job Description

POSITION TITLE: Coordinator II #5099
Outdoor Education
County Operated Schools Programs

SALARY PLACEMENT: Management Salary Schedule
Range 12

MINIMUM QUALIFICATIONS-EDUCATION, TRAINING, AND EXPERIENCE:

Possess a Bachelor of Arts/Science Degree and a valid California Teaching Credential. Possess a valid California Administrative Services Credential. Residential outdoor education experience. Classroom teaching experience.

DESIRABLE QUALIFICATIONS – EDUCATION, TRAINING, AND EXPERIENCE:

Possess a valid Master’s Degree in an educational field, supervisory experience, and ability to speak Spanish. Five years of experience working in a related field. One year administrative, supervisory experience in an outdoor school; one year naturalist experience. Two to three years of classroom teaching experience.

KNOWLEDGE, SKILLS, AND ABILITIES:

Possess leadership skills in planning, setting agendas, and coordinating/conducting meetings/trainings. Ability to supervise, lead, and evaluate staff. Ability to operate a computer and knowledge of assigned software. Knowledge of program evaluation and data collection. Ability to be flexible based on program needs. Ability to create and follow policies and procedures. Ability to oversee and manage budgets. Possess a valid California driver’s license and proof of liability insurance coverage in the minimum amount required by SJCOE policy; insurable by the SJCOE carrier. Must furnish own transportation as required to fulfill job duties.

DISTINGUISHING CHARACTERISTICS:

The Coordinator series represents advanced management positions and has four levels.

SUMMARY OF POSITION:

Under direction of the Director I of Outdoor Education and the Assistant Superintendent of County Operated Schools and Programs, conduct a 24-hour a day (5 days a week) residential outdoor education program at one location in the Santa Cruz mountains of San Mateo County. This position oversees the entire operation of the resident outdoor school. Does other related work as assigned. The Coordinator will live onsite, Monday through Friday, when students are at camp.

ESSENTIAL FUNCTIONS:

Essential functions may include, but are not limited to:

1. Work effectively with school districts, community organizations, government agencies, parents, students, and/or staff.
2. Maintain confidentiality on issues concerning program and staff.
3. Hire, supervise and evaluate staff.
4. Participate, coordinate, or conduct a variety of meetings, staff development, committees, trainings, workshops, and/or conferences in order to present materials and information concerning department programs, services, operations, and activities; represent the SJCOE at local, regional, and state meetings, conferences, in-services, boards, councils, and events.
5. Maintain current knowledge and interpret applicable rules, regulations, policies, procedures, contracts, State and Federal laws, codes and regulations.
6. Communicate effectively both orally and in writing.

7. Analyze situations accurately and adopt an effective course of action.
8. Establish and maintain cooperative and effective working relationships with others.
9. Work independently with little direction.
10. Meet schedules and time lines.
11. Prepare reports as needed for program.
12. Oversee and manage budgets.
13. Manage day-to-day operation of residential outdoor education site.
14. Establish, implement, and oversee the approved curriculum program.
15. Procure, develop, and maintain materials, equipment, records, and supplies.
16. Develop and implement procedures for the health, safety, discipline, and conduct of pupils.
17. All other duties as assigned.

PHYSICAL REQUIREMENTS:

Employees in this position must have the ability to:

1. Sit and stand for extended periods of time.
2. Enter data into a computer terminal/typewriter, operate standard office equipment and use the telephone.
3. Hear and understand speech at normal levels and on the telephone.
4. See and read the computer screen and printed matter with or without vision aids.
5. Speak so that others may understand at normal levels to small or large groups, and on the telephone.
6. Stand, walk, and bend over, reach overhead, grasp, push, pull and move, lift and/or carry up to 25 pounds to waist height.
7. Work outside in inclement weather.
8. Hike over uneven terrain for up to 5 miles in inclement weather conditions.

WORK ENVIRONMENT:

Employees in this position will be required to work indoors and/or outdoors in an educational and standard environment, and/or make home visitations. Employees may come in direct contact with students, parents, SJCOE and school district staff, outside agency staff, and the public.

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