



**SJCOE**  
EDUCATE • INNOVATE • INSPIRE

## Job Description

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<b>POSITION TITLE:</b>	<b>Coordinator IV, Outdoor Education and Environmental Literacy STEM/Educational Services</b>	<b>#6150</b>
<b>SALARY PLACEMENT:</b>	<b>Management Salary Schedule Range 14</b>	

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### **MINIMUM QUALIFICATIONS-EDUCATION, TRAINING, AND EXPERIENCE:**

Possess a Bachelor's Degree with a teaching or education related work background. Working knowledge and/or experience with student-activities and curriculum development. Recent experience in program supervision, development or management; organization of activities and/or special events. Possess a valid first aid and CPR Certification.

### **DESIRABLE QUALIFICATIONS – EDUCATION, TRAINING, AND EXPERIENCE:**

Possess a valid California Teaching Credential. Possess a valid California Administrative Services Credential and/or Master's Degree in an educational or related field. Bilingual in English/Spanish. Five years of experience in program management for outdoor education or a related field. Administrative or supervisory experience.

### **KNOWLEDGE, SKILLS, AND ABILITIES:**

Possess leadership skills in planning, setting agendas, and coordinating/conducting meetings/trainings. Ability to operate a computer and knowledge of assigned software. Ability to make decisions and solve problems effectively and efficiently; ability to delegate authority and assign responsibility to others utilizing skill and judgment. Knowledge of program evaluation and data collection. Ability to be flexible based on program needs; ability to create and follow policies and procedures. 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

### **CREDENTIALS AND/OR UNIQUE KNOWLEDGE, SKILLS AND ABILITIES:**

Ability to provide leadership in programs designed for students in grades K-12 with a focus on Outdoor Education. Aptitude to speak and make presentations before large groups of people. Function in a leadership role in setting agendas and conducting planning meetings on a regular basis. Capability to evaluate the quality of student programs with an eye on creating new programs, enhancing and upgrading existing ones. Communicate and integrate programs effectively with other members of the STEM Programs Department as well as parents, administrators, and students.

### **DISTINGUISHING CHARACTERISTICS:**

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

### **SUMMARY OF POSITION:**

Under direction of the Assistant Superintendent of Educational Services and the Director of STEM Programs, manages the day-to-day operation of outdoor education programs, events, and professional development at assigned site(s). Supports the implementation, continuance, and/or upgrading of existing outdoor education activities and programs. Assumes responsibility for developing, organizing, scheduling, fundraising and grant writing to support the implementation of outdoor education programs including Durham Ferry Outdoor Education Center.

### **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. Supervise and evaluate staff.
4. Participate, coordinate, or conduct a variety of meetings, staff developments, 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 timelines.
11. Prepare reports as needed for program.
12. Oversee and manage budgets.
13. Work with local businesses and industries to fundraise.
14. Work with SJCOE grant writers in seeking funding to support activities.
15. Provide professional growth in-services for staff and volunteers.
16. Establish, implements, and oversees approved curriculum program.
17. Assume responsibility for planning, implementing, and evaluating outdoor education programs as assigned.
18. 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. Walk for extended periods of time and navigate outdoor terrain.

**WORK ENVIRONMENT:**

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

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