

## **SANTA CRUZ COUNTY OFFICE OF EDUCATION**

### **DIRECTOR, OUTDOOR SCIENCE SCHOOL**

#### **DEFINITION**

Under administrative direction, to direct, manage, supervise and coordinate the programs and activities of the Outdoor Science Program for the Santa Cruz County Office of Education; to coordinate assigned activities with other school districts; and to provide highly responsible and complex administrative support to the Assistant Superintendent, Student Services & Personnel.

#### **SUPERVISION EXERCISED**

Exercise direct supervision over professional, technical and clerical staff.

#### **EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES**

Supervise the expenditure of funds; train and supervise staff; plan and coordinate the classroom teacher training in-service.

Coordinate with the site manager regarding all aspects of the rental contract in order to assure the mutually beneficial use of the property and services.

Insure that program goals and objectives are being met.

Develop curriculum that meets C.O.S.A. standards and insure that the curriculum is implemented.

Supervise all aspects of the day-to-day operation of the program; insure the comfort and meet the needs of visiting classroom teachers.

Give school presentations to parents and/or students when requested by the schools; provide student support, encouragement and discipline as needed; keep the lines of communication open in all directions.

Serve as a liaison between the Outdoor Science School and the County Office of Education, keeping everyone informed of any problems that may arise.

Attend to all business matters such as, but not limited to, purchasing supplies, issuing purchase orders, turning in time sheets, sending invoices to participating schools, providing site with information needed to invoice COE for weekly lease fee.

#### **OTHER JOB RELATED DUTIES**

Supervise high school/college counselor recruitment service.

Contribute to the development of publications for program operations and public information.

Facilitate communication and mediate programs among staff, classroom teachers, counselors, students, site personnel, parents and school administrators.

Perform related duties and responsibilities as required.

## **JOB RELATED AND ESSENTIAL QUALIFICATIONS**

### **Knowledge of:**

Operational characteristics, services and activities of an outdoor science school program.

Organizational and management practices as applied to the analysis and evaluation of programs, policies and operational needs.

Modern and complex principles and practices of outdoor science school program development and administration.

Advanced principles and practices of budget preparation and administration.

Principles of supervision, training and performance evaluation.

### **Skill and Ability to:**

Operate modern office equipment including computer equipment.

Operate a motor vehicle safely.

Manage, direct and coordinate the work of professional and technical personnel.

Select, supervise, train and evaluate staff.

Provide administrative and professional leadership and direction for the Outdoor Science School Programs.

Recommend and implement goals, objectives, and practices for providing effective and efficient school services.

Prepare and administer large and complex budgets.

Research, evaluate, and write education grants.

Prepare clear and concise administrative and financial reports.

Interact effectively and sensitively with students and parents from diverse backgrounds. Deal constructively with conflict.

Gain cooperation through discussion and persuasion. Communicate clearly and concisely, both orally and in writing.

Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

### **EDUCATION AND EXPERIENCE**

*Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:*

#### **Experience:**

Prior administrative experience at a resident outdoor science school.

Proven ability to communicate and work effectively with everyone involved in the operation of the program.

Willingness to live on-site during the school week and provide for own housing on non-operational days.

#### **License or Certificate:**

Possession of appropriate California Basic Teaching Credential ( Elementary, Secondary, Multiple or Single Subject).

Possession of, or ability to obtain, an appropriate, valid driver's license.

### **SPECIAL REQUIREMENTS**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Essential duties require the following physical skills and work environment:

Standing and walking short and/or long distances frequently on a daily basis; sitting, bending, twisting, squatting; lifting 50 to 100 lbs. maximum, with frequent lifting and/or carrying objects weighing 10 to 25 lbs. Frequent use of hands, vision, hearing, speech/language processes; physical strength and emotional stamina sufficient to organize and coordinate a variety of activities.

Assigned work is normally performed in a variety of settings including classroom, recreation/leisure environments.

**Approval Date:** June, 2003.