

**SAN MATEO COUNTY OFFICE OF EDUCATION
DIRECTOR, OUTDOOR/ENVIRONMENTAL EDUCATION, SUPERINTENDENT'S
OFFICE**

JOB SUMMARY:

Under the direction of the Associate Superintendent, Educational Services, plan, organize, control, and direct the educational operations, services and environmental education curriculum-based instructional activities of the Residential Outdoor Education 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.

ESSENTIAL DUTIES:

- Plan, organize, control, and direct the educational operations, services and environmental education curriculum-based instructional activities of the Residential Outdoor Education program; establish and maintain program timelines and priorities; assure related activities comply with requirements, laws, codes, regulations, policies and procedures.
- Coordinate and direct communications, personnel and information to enhance education services for students and assure smooth and efficient program activities; direct the development and implementation of Residential Outdoor Education programs, services, activities, goals, objectives, plans, strategies, standards, projects, processes and procedures.
- Supervise and evaluate the performance of assigned personnel; interview and select employees and recommend transfers, reassignment, termination, and disciplinary actions; coordinate subordinate work assignments and review work to assure compliance with established standards, requirements and procedures; recruit, hire and oversee the work of intern staff.
- Direct 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, and Environmental Education; monitor instructional activities to assure alignment with curriculum standards and program goals and objective
- Develop and prepare the annual preliminary budget for Residential Outdoor Education; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established limitations; establish, maintain, and assure proper collection and accounting of program; research, obtain and maintain grants, donations and other funding sources; prepare related documentation.
- Assure adequate personnel and resources to meet Residential Outdoor Education and related student needs; monitor staffing needs and initiate recruitment activities as appropriate; coordinate and direct the preparation and serving of food and related contract services to meet student nutrition needs; coordinate and direct purchasing activities to meet instructional material and equipment needs.
- Establish and maintain partnerships to facilitate and enhance support and resources for students utilizing Residential Outdoor Education services; collaborate with community resources, educational organizations, and others in developing and providing services for Residential Outdoor Education students; review, develop and negotiate contracts with vendors, school districts and community resources.

Director, Outdoor/Environmental Education

- Provide consultation and technical assistance to personnel, administrators, parents, outside agencies and the public concerning Residential Outdoor Education; respond to inquiries and provide detailed and technical information concerning related services, standards, requirements, issues, principles, practices, techniques, laws, codes, regulations, policies, and procedures.
- Coordinate and direct Residential Outdoor Education communications and information between the County Office, staff, administrators, districts, schools, governmental organizations, outside agencies, students, parents, and others; investigate, evaluate and resolve student, administrative and staff issues, conflicts and complaints related to Residential Outdoor Education.
- Direct operations and activities to enhance Residential Outdoor Education staff understanding of educational practices, instructional material guidelines and requirements, curriculum and instructional strategies related to life science, ecology and natural history, and environmental education.
- Operate a variety of office equipment including a copier, fax machine, computer and assigned software; drive a vehicle to conduct work; utilize life science equipment such as in-vessel composters and aquariums; assure equipment is maintained in proper working condition.
- Attend, conduct and participate in a variety of meetings as assigned; prepare and deliver oral presentations concerning Residential Outdoor Education services, operations, issues, needs and activities; attend and participate in various committees.
- Prepare employee recommendations for jobs and graduate school as requested.
- Attends and/or leads a variety of conferences, meetings, and workshops for the purpose of addressing instruction and curriculum, leading the work of as assigned committees and work groups addressing SMCOE goals, objectives and strategic plan for the Outdoor Environmental Education Program.
- Compiles and analyzes national, state and district level data, trends and policies related to outdoor educational programs for the purpose of identifying and anticipating district and school needs and designing services to address those needs.
- Conducts a variety of meetings and conferences at the local state and national level for the purpose of preparing and delivering oral presentations and providing vital information regarding Residential Outdoor Education Services.
- Designs and coordinates staff development and training activities for the Outdoor/ Environmental Program for the purpose of implementing professional development activities that address training needs and promote and model personal commitment to ongoing professional learning.
- Develops annual preliminary budget for Residential Outdoor Education (e.g. analysis and review of all budgetary and financial data, etc.) for the purpose of providing oversight and direction in identifying funding sources, preparing multi-year projections and managing annual revenue.
- Directs development and implementation of field trips and instructional activities (e.g. summer and week- long scheduling of groups utilizing the outdoor school facilities, etc.) for the purpose of enhancing student understanding of principles, theories, terminology related to life science, ecology and natural history.
- Establishes partnerships (e.g. community resources, educational organizations, etc.) for the purpose of developing and providing services for Residential Outdoor Education students.

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- Evaluates the curriculum and delivery of all outdoor school and outreach programs for the purpose of ensuring that standards and guidelines are being met.
- Facilitates the development and implementation of professional learning activities (e.g. curriculum development, educational practices, instructional strategies, etc.) for the purpose of ensuring implementation by residential outdoor education staff and complying with all material guidelines and requirements related to life science, ecology and natural history, and environmental education.
- Interfaces with various local and state agencies (e.g. Health department, Parks department, etc.) for the purpose of ensuring alignment with all compliance requirements.
- Maintains partnerships (e.g. community resources, educational organizations, vendors, school districts, community resources, etc.) for the purpose of facilitating and enhancing support and resources for students and staff.
- Monitors the maintenance of a variety of records, reports and files (e.g. schedules, grants, reimbursements, donations, grants, budgets, etc.) for the purpose of maintaining all operational functions.
- Negotiates vendor contacts (e.g. reviewing, negotiating vendor availability and vendor qualification, etc.) for the purpose of ensuring optimal implementation of processes, equipment, materials for the Residential Outdoor Education program.
- Provides leadership in collaborating with a variety of school district administrators for the purpose of providing technical assistance concerning standards, requirements, issues, principles, practices, laws, codes regulations and ensuring the success of the Outdoor/Environmental Educational Program.
- Researches current leadership and instructional practices and environmental priorities for the purpose of supporting improvement of student learning; anticipating and preparing to meet future environmental trends.
- Schedules outdoor school participation with local school districts for the purpose of ensuring implementation of Outdoor/Environmental Education guidelines and regulations.

KNOWLEDGE, SKILLS AND ABILITIES:

KNOWLEDGE OF:

- Planning, organization and direction of the educational operations, services and environmental education curriculum-based instructional activities of the Residential Outdoor Education program.
- Curriculum standards, interpretation, and application in Residential Outdoor Education.
- Instructional techniques and strategies related to life science, ecology and natural history, and environmental education.
- Local, State and Federal standards and requirements governing Residential Outdoor Education.
- Terminology, principles, theories, practices, and procedures related to life science, ecology and natural history, and environmental education.
- Comprehensive organization, activities, goals and objectives of Residential Outdoor Education.
- Principles, practices and procedures involved in the development and implementation of educational programs, services, goals, objectives, plans, strategies, standards, projects, processes and procedures.

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- 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.

SKILLS AND ABILITY TO:

- Plan, organize, control, and direct the educational operations, services and environmental education curriculum-based instructional activities of the Residential Outdoor Education 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, and environmental education.
- 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 Residential Outdoor 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:

- Bachelor's degree in job-related area required
- Master's degree in job-related area preferred
- Minimum five (5) years of experience in special education
- Minimum two (2) years in an educational leadership role

LICENSES AND OTHER REQUIREMENTS:

- Valid Administrative Services Credential
- This position may require employees to travel locally, and specifically, employees must be able get themselves to different locations during their workday. Employees will be

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responsible for ensuring that they can timely move between locations during their workday either via driving themselves with a valid driver's license or using other modes of transportation, including a ride hailing service, taking a taxi, carpooling, bicycling, etc.

WORKING CONDITIONS: The characteristics described below are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

ENVIRONMENT:

Varies from a climate-controlled office setting to working outdoors with temperatures ranging from mild/moderate to extreme cold/heat

- Indoor and outdoor work environment
- Office environment: constant interruptions
- Outdoor environment: travel locally to visit sites, other organizations and companies, meetings, and workshops

PHYSICAL DEMANDS:

- Operate a computer keyboard, mouse, copy machine, printer, and other office equipment
- Read printed material and computer screens
- Remain in a stationary position for extended periods of time
- Position self to access office equipment, materials, and files
- Move equipment weighing up to 50 pounds and is an infrequent aspect of the job
- Communicate within a normal range, give directives to small or large groups of people, and exchange information in person and on the telephone