

SANTA CLARA COUNTY OFFICE OF EDUCATION

CLASS TITLE: DIRECTOR II – ENVIRONMENTAL EDUCATION

BASIC FUNCTION:

Under the direction of

Provides technical expertise, information and assistance to the Assistant Superintendent-Student Services and Support Division regarding environmental education programs; assists in the formulation and development of policies, procedures and programs; recommends proper organization structure for assigned programs and functions.

Plans, organizes and implements long and short-term programs and activities designed to develop programs and services of the environmental education programs and services.

Oversees and implements health and safety policies through the health staff, Outdoor School Nurse and Health Technicians; coordinates communication, information and services between the SCCOE, staff, administrators, districts, schools, teachers, and parents to assure the health, well-being and safety of students.

Supervises cabin leader recruitment efforts for Walden West Outdoor School and Summer Camp; assists in the communication of program information between teachers, administrators, cabin l(rs)-1.3,)-11.9 (P2t04w -33 l)-

Instructional techniques and strategies related to life science, ecology and natural history.  
Local, State and federal standards and requirements governing the Environmental Education.  
Terminology, principles, theories, practices and procedures related to life science, ecology and natural history.  
Comprehensive organization, activities, goals and objectives of Environmental Education.  
Principles, practices and procedures involved in the development and implementation of educational programs, services, goals, objectives, plans, strategies, standards, projects, processes and procedures.  
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.

ABILITY TO:

Plan, organize, control and direct the educational operations, services and environmental education curriculum-based instructional activities of the 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.  
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 Environmental 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.

