SANTA CLARA COUNTY OFFICE OF EDUCATION

CLASS TITLE: ENVIRONMENTAL EDUCATION OFFICE COORDINATOR

BASIC FUNCTION:

Under the supervision of the Director I – Environmental Education, performs complex and responsible administrative program support services for an assigned school site; performs secretarial functions to relieve the Principal of administrative and clerical detail; coordinates the day to day operations of an Environmental Education school program office requiring specialized knowledge related to an outdoor education program; serves as a liaison Principal and Athe environmental education school office.

REPRESENTATIVE DUTIES:

The following duties

are examples of assignments performed by incumbents in this classification. It is not a totally comprehensive list of duties, nor is it restrictive regarding job assignments.

ESSENTIAL DUTIES:

Plans, organizes and performs complex and responsible administrative program support services for an assigned school site; coordinates and prioritizes office duties and functions; performs secretarial functions to relieve the Principal of administrative support and clerical detail; serves as a liaison between administration, staff, students, families and the community;

Coordinates the flow of communications for the Principal and the assigned office; maintains the confidentiality of sensitive information and assure timely responses as necessary.

Receives, greets and directs visitors; responds to inquiries and provides general information to personnel, students, parents and the general public.

Receives and disseminates various communications including phone calls, mail, emails and correspondence between the Principal, staff, students and the **Abb 8**

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ims, forms, requisitions, and

calendars, schedules, and other tasks as assigned.

Assists in coordinating school and student/instructional program activities; arranges and schedules facility use; oversees weekend and holiday site leasing program; negotiates facility use agreements; conducts site tours; plans retreat details and menus; determines staffing needs for various on site retreats and events.

Collects and reviews employee absence forms, accident reports, timesheets, workers' compensation claims;



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assists in the coordination of hiring staff and tracking days worked; forwards claims, timesheets and other forms or information to the County Office of Education, Payroll, Human Resources and other departments for processing.

Exercises independent judgment, discretion and initiative in resolving situations arising in the Principal absence.

Composes, edits and updates outgoing communications, flyers, brochures, parent/teacher packets and documents; assists in updating information on the school website.

Interprets, explains and assures that District policies, procedures and rules are correctly followed by staff, students, interns, volunteers and visitors; assists parents and students in completing intake and registration forms; reviews forms for completeness and accuracy.

Develops staff and school calendars; monitors attendance and certificated contracts for payroll purposes; monitors performance evaluation timelines for regular, temporary, and substitute staff.

Schedules meetings, staff/student interviews and orientations; notifies participants of meeting dates.

Confers with the site administrator and Human Resources department regarding staff employment, vacancies, substitute coverage, and personnel procedures; seeks and completes employment referrals.

Receives, opens, and distributes incoming mail; initiates and/or or transmit inter office memorandums and notices.

Collects accounts receivable weekly, monthly and at year end.

Trains and provides work direction and guidance to interns and staff members; serves as a resource regarding applicable rules, regulations, policies and procedures.

Communicates with administrators, staff, parents, clients and outside agencies to exchange information, resolves issues and coordinates activities.

Operates a variety of office equipment including a copier, fax machine, computer and assigned software; operates a two way radio and monitor radio communications; performs non technical maintenance on office equipment as needed; drives a vehicle to conduct work.

Attends and participates in meetings, in services and conferences; takes meeting minutes as directed; serves on various committees; participates in the development of school site improvement plans.

OTHER DUTIES:

Perform related and

Environmental Education Office

LICENSES AND OTHER REQUIREMENTS:

Valid California Class C driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

Office and outdoor environment. Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

Seeing to read a variety of materials.

Dexterity of hands and fingers to operate a computer keyboard and other office equipment.

Hearing and speaking to exchange information in person or