

SANTA CLARA COUNTY OFFICE OF EDUCATION

CLASS TITLE: SUPERVISOR – ENVIRONMENTAL EDUCATION

BASIC FUNCTION:

Under the direction of the Director of Environmental Education, organizes and directs the activities of the Santa Clara County Office of Education's (SCCOE) Environmental Education program; assists in the planning, development, implementation, coordination, and evaluation of programs and activities; oversees the program administration in the absence of the Director; develops and implements future program activities.

Participates in the planning of the program expansion and foundation raising activities; develops marketing strategies and serves as liaison with officials; oversees the program administration in the absence of the Director; develops plans to increase the program revenue and expand program services.

Supervises, trains, and evaluates the performance of assigned staff; interviews and selects employees and recommends transfers, reassignment, termination and disciplinary actions; reviews work compliance with established standards, requirements, and procedures; monitors and evaluates staff and summer school personnel as assigned; conducts staff meetings and recruits volunteers as needed.

Prepares and maintains a variety of reports, records and files related to personnel and program activities; compiles, evaluates, and summarizes program information and data to determine the effectiveness of established activities; recommends program change or modification as appropriate.

Ensures that facility and program remain in compliance with current American Camping Association



