

Sacramento County Office of Education Job Description

Classification Title: Director I, Sly Park

DEFINITION

Under general direction plans, organizes, coordinates, and administers the activities of the 24-hour-a-day outdoor conservation and environmental education program and facility at the Sly Park Conservation and Environmental Education Center; performs other related duties as assigned. In addition to the Sly Park program, collaborates with other local and regional organizations and agencies, to increase the availability of quality programs and resources for pre-K through grade twelve students and teachers.

DIRECTLY RESPONSIBLE TO

Assistant Superintendent, Instructional Support Services

SUPERVISION OVER

Professional, technical, and clerical personnel as assigned.

DUTIES AND RESPONSIBILITIES

(Any one position may not include all of the listed duties, nor do all of the listed examples include all tasks which may be found in positions within this classification.)

Program and Facilities Administration

Acts as the on-site administrator and is responsible for the development and coordination of all activities necessary for ensuring the efficient operation of the Sly Park Conservation and Outdoor Education Center programs and facilities; consults and collaborates with SCOE administration on fulfillment of lease agreement with the U.S. Forest Service regarding the Sly Park property and facilities; effectively leads and supervises certificated and classified personnel; facilitates and implements team building with staff, visiting educators, cabin leaders, and students; utilizes a shared decision making process to establish standards for Sly Park operations; develops and implements standards aligned curriculum; networks with staff, other county offices, school districts, and steering/advisory committees to analyze and determine feasible environmental education programs; monitors and evaluates the success of the instructional program, facilities, and services in meeting the needs of students, participating schools, and other clients; available on-call evenings and weekends to respond to emergencies.

Communications

Maintains communication with Administration regarding all matters related to the program; interacts promptly and effectively with the U.S. Forest Service that leases the Sly Park property and facilities to SCOE; utilizes effective oral and written communication; establishes and maintains cooperative working relationships with staff, visiting educators, cabin leaders, districts, schools, other county offices, the community and other related agencies; interprets and explains Sly Park and county office policies, regulations, procedures, and programs; organizes and conducts staff meetings; coordinates program visitations; analyzes and facilitates the resolution of on campus concerns for students, parents, staff, visiting educators, cabin leaders, the community, and other stakeholders; demonstrates strong interpersonal skills; functions as the liaison between the Sacramento County Office and school districts, the community, other outdoor education programs, and other agencies connected or concerned with Sly Park's programs; serves as a representative on related boards and participates in appropriate meetings as necessary; networks with other regional programs, activities, or camps operated by other entities to develop and implement a regional environmental education consortium.

Fiscal Management and Marketing

Develops, monitors, manages, and evaluates the program budget and financial matters for Sly Park programs; identifies and seeks funding to support the program; develops and directs the marketing of the program and facilities; develops and maintains the customer base for the program's services; directs staff in the formulation and preparation of budget information and other related financial documents; utilizes a

shared decision making process to determine program needs and sets priorities for the expenditure of funds; prepares reports and statistical data as required.

Human Resource Management

Interviews, assigns, and evaluates Sly Park staff; complies with all policies, rules, regulations, and employee contracts; coordinates and provides appropriate training and staff development activities; ensures Sly Park campus and facilities provide a safe learning environment for students, staff and visitors; provides emergency assistance and is available evenings and weekends as needed; participates with the support operations department related to facility needs.

MINIMUM QUALIFICATIONS

Education, Training and Experience

Possession of a valid California teaching credential and administrative services credential; masters degree or other post graduate education is desirable; successful administrative experience; successful experience as a counselor, teacher or related staff member in a residential camp setting, and a K-8 school setting.

Knowledge of:

Principles and practices of effective supervision and staffing including personnel selection, training, observation, assessment and evaluation; budgeting and management principles; administration of outdoor conservation and educational programs; effective outdoor environmental curriculum and program development strategies; developmental processes of students K-12; California state standards and curriculum frameworks as related to outdoor education; goal setting techniques including program assessment and evaluation; shared decision making process and team building strategies; policies, rules, laws and regulations governing education programs including outdoor education; shared decision making process and team building strategies.

Skill and Ability to:

Communicate in both oral and written form; effectively transmit knowledge and skills to other staff; plan, develop, operate, and evaluate an outdoor conservation and environmental program and facility; analyze staff development needs and develop effective programs to meet needs; develop and implement food service programs and facility maintenance; conduct meetings and training programs; develop measurable goals and objectives; understand and apply appropriate disciplinary strategies; budget and monitor program income and expenditures; organize and prioritize work; research and problem solve inquiries; work independently; coordinate a variety of projects simultaneously; exercise a high degree of judgment and utilize various strategies in working with a variety of people; model strong interpersonal skills necessary to work cooperatively and effectively with individuals and groups from diverse backgrounds including staff, students, parents and community groups; maintain a balanced approach to environmental education issues.

Other Characteristics

Possession of a valid California driver's license; willingness to work additional hours and/or evenings on occasion; willingness to travel locally, using own transportation (mileage reimbursement); and willingness to travel within the state as required.

Revised 6/2012

Revised 8/2006

Previous Job Title: Principal, Sly Park