

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 between administration, staff, parents and the community; coordinates the flow of communications for the Principal and the 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 community; distributes signed paperwork to the appropriate office.

Establishes and maintains filing systems, inputs a variety of data into an assigned computer system; performs a variety of clerical duties in support of an assigned school office such as preparing, typing, duplicating and filing materials.

Composes and prepares a variety of correspondence, reports, memorandums, forms, requisitions, and purchase orders.

Prepares and maintains various reports, 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;

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 duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Modern office practices, procedures and equipment.
Policies and objectives of assigned programs and activities.

Telephone techniques and etiquette.
Applicable laws, codes, policies and procedures related to assigned activities.
County office of Education policies, regulations and procedures.
Retreat coordination and planning.
Telephone techniques and etiquette.
Record-keeping techniques.
Correct English usage, grammar, spelling, punctuation and vocabulary.
Interpersonal skills using tact, patience and courtesy.
Oral and written communication skills.
Operation of a variety of office equipment, a computer and assigned software.
Operation of a two-way radio.
Methods of collecting and organizing data and information.
Business letter and report writing, editing and proofreading.
Marketing communications writing and editing.
Principles, procedures, and office practices including indexing, filing systems and maintenance, and report writing.
Principles of leadership, training, and customer service.
Basic arithmetic.

ABILITY TO:

Perform complex and responsible secretarial and administrative support duties to relieve the Principal of administrative and clerical detail.
Facilitate communications between administrators, personnel, parents, students and the public.
Coordinate the day to day operations of an Environmental Education school office.
Interpret and apply applicable state and federal laws, rules, regulations, procedures, and policies.
Assure smooth and efficient office operations.
Interpret, apply and explain laws, codes, rules and regulations related to assigned activities.
Work independently with little direction.
Compose correspondence and written materials independently or from oral instructions.
Type or input data at an acceptable rate of speed.
Understand and resolve issues, complaints or problems.
Maintain confidentiality of sensitive and privileged information.
Determine appropriate action within clearly defined guidelines.
Establish and maintain cooperative and effective working relationships with others.
Maintain records and files.
Compile and verify data and prepare reports.
Operate a variety of office equipment including a computer and assigned software.
Operate a two-way radio.
Complete work with many interruptions.
Plan and organize work.
Meet schedules and timelines.
Make arithmetical calculations with speed and accuracy.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: Graduation from high school, supplemented by college level coursework in English, or related field, and two years of administrative/secretarial support experience preferably in an educational environment.

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 on the telephone.
Sitting for extended periods of time.
Walking across uneven surfaces.

Approved by Personnel Commission: December 14, 2016



Kristin Olson
Director-Classified Personnel Services

Date: 12/14/16