

SANTA CLARA COUNTY OFFICE OF EDUCATION

CLASS TITLE: PROGRAM MANAGER - ENVIRONMENTAL EDUCATION

BASIC FUNCTION:

Under the direction of an assigned supervisor, plans, organizes, controls and directs the operations of the Environmental Education program for the Special Education department; coordinates and directs communications, personnel and information to enhance education services for students; assures efficient Program activities for the Special Education programs; provides professional development for all special education staff members in the focus areas of gardening and environmental education and supervises and evaluates the performance of assigned personnel.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Coordinates with community partners to develop the environmental education program;

Develops and provides students opportunities for Community Based Education activities including but not limited to volunteer events, on-site vocational training, and events working towards the Civic Seal of Engagement;

Provides community outreach including applying for grants to solicit donations for further development of the program;

Works in coordination with the Program Manager-Vocational Education to design and implement vocational opportunities for students that incorporate environmental education including but limited to gardening, harvesting, culinary projects, production, marketing, packaging and selling;

Provides oversight for the school garden program at multiple locations for students at varying levels of ability including supporting special education staff with designing activities that are within students Individualized Education Program (IEP) goals;

Coordinates with the behavioral team to support students being successful in an open environment;

Provides coaching, structure and lessons for special education teaching staff;

Provides oversight for volunteers supporting with the school garden program including working in coordination with Personnel Services to ensure that volunteers have completed the appropriate paperwork for participation with the school garden program;

Trains staff in the completion of comprehensive Individualized Transition Plans related to the school garden program;

Manages and oversees funds generated by garden activities and budgetary oversight for the school garden program;

Attends IEP meetings as appropriate;

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Coordinates and supervises data collection conducted by staff.

OTHER DUTIES:

Performs other duties as assigned.

KNOWLEDGE, ABILITIES AND COMPETENCIES:**KNOWLEDGE OF:**

Business, purchasing, and contract administration;
Oral and written communication skills;
Principles and practices of supervision and training;
Applicable laws, codes, regulations, policies, and procedures;
Interpersonal skills using tact, patience, and courtesy.
Operation of a computer and assigned software;
Environmental curriculum and instructional programs beneficial to pupils with special learning needs;
Current and appropriate instructional standards, curriculum, and instructional delivery for special education;
Job development, job coaching, and placement techniques;
Routine record storage, retrieval, and management procedures.

ABILITY TO:

Train and evaluate the performance of assigned staff;
Communicate effectively both orally and in writing;
Coordinate communications, personnel, and information;
Interpret, apply, and explain rules, regulations, policies, and procedures;
Establish and maintain cooperative and effective working relationships with others;
Assist in the development and implementation of program goals and objectives;
Assist in directing day-to-day program activities;
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 records and reports related to assigned activities.

LEADERSHIP TEAM COMPETENCIES:

Develops and fosters effective individuals and teams;
Operationalizes the organizational vision, mission, goals, shared values, and guiding principles;
Demonstrates emotional intelligence;
Models inclusive, effective, and authentic communication;
Applies knowledge of the intersectionality of race, equity, and inclusion;
Builds and sustains positive, trusting relationships;
Conducts SCCOE operations with the highest moral, legal, and ethical principles.

EDUCATION AND EXPERIENCE:

Master's degree in education or related field and three (3) years increasingly responsible experience working with outdoor education or related instructional programs and activities.

LICENSES AND OTHER REQUIREMENTS:

Valid California Administrative Services Credential*

Valid California Teaching Credential

Valid California driver's license

***Applicants enrolled in an Administrative Services Credential Program may be considered.**

WORKING CONDITIONS:

ENVIRONMENT:

Indoor and outdoor work environment

Driving a vehicle to conduct work

Adverse weather conditions

Seasonal heat and cold or adverse weather conditions

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a variety of tools and equipment

Hearing and speaking to exchange information

Seeing to perform maintenance duties

Reaching overhead, above the shoulders and horizontally

Bending at the waist, stooping, kneeling, or crouching

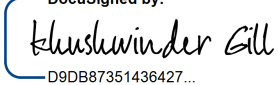
Standing for extended periods of time

HAZARDS:

Working around and with machinery having moving parts

Power saws and flying debris or nails

Exposure to fumes from paints and solvents

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Approved:	Khushwinder Gill, Ed.D. Assistant Superintendent-Personnel Services	Date

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Authorized:	Mary Ann Dewan, Ph.D. County Superintendent of Schools	Date