

## SANTA CLARA COUNTY OFFICE OF EDUCATION

### **CLASS TITLE: SUPERVISOR – ENVIRONMENTAL EDUCATION**

#### **BASIC FUNCTION:**

Under the direction of the Director II - 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 day-to-day operation of outdoor science school, day camp and summer programs; trains and evaluates the performance of assigned personnel.

#### **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:**

Provides technical information and assistance to the Director regarding program services; organizes and directs the activities of a site within the SCCOE's Environmental Education program in a manner that emphasizes the safety, health, and well-being of students and staff; participates in the development and implementation of departmental policies and procedures; assists with developing and implementing program goals, objectives, policies, and priorities regarding site maintenance and overall operations.

Oversees, plans, and coordinates the Environmental Education outdoor school and summer day camp programs; establishes and maintains program timelines and priorities; assures related activities comply with established standards requirements, laws, codes, regulations, policies, and procedures; develops and implements the budget for summer programs; works with the registrar to maintain the registration database and maintains online registration for all programs.

Coordinates activities of construction projects, routine maintenance, and repairs, including interfacing with staff, contractors and tradespeople related to construction, maintenance, custodial, and food service functions; collaborates with local residents, state, and county officials to implement safety and future program activities.

Participates in the planning of the program expansion and foundation fundraising activities; pursues funding for program improvements; develops marketing strategies and serves as site liaison with SCCOE officials; oversees the program administration in the absence of the Director; develops and implements 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 to assure compliance with established standards, requirements, and procedures; monitors and evaluates support 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 assigned activities; compiles, evaluates, and summarizes program information and data to determine effectiveness of established activities; recommends program change or modifications as appropriate. Ensures that facility and program remain in compliance with current American Camping Association

(ACA) requirements, maintains a working knowledge of ACA requirements, revises documentation as needed and communicates requirements to appropriate personnel; oversees compliance with requirements in all areas.

Communicates with administrators, personnel, and outside organizations to exchange information, coordinate activities and programs and resolve issues and concerns.

Attends and conducts a variety of meetings and trainings as assigned, which may include attendance beyond the normal workday or work week.

Operate a computer and assigned software programs; operate other office equipment as assigned.

**OTHER DUTIES:**

Performs related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**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.

**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:**

Any combination equivalent to: Associate’s degree in Recreation Management, Business Administration, Education, Child Development, or related field and three years increasingly responsible experience in residential or day-camp program administration or closely related field.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California driver’s license.  
Valid First Aid and CPR Certificate within three months of employment.

**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.  
Working at heights.  
Power saws and flying debris or nails.  
Exposure to fumes from paints and solvents.

Approved by Personnel Commission: June 23, 2011  
Revised: 6/8/22



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Marisa Perry  
Director III – HR / Classified Personnel Services

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