

CLOVIS UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

Position:	Program Coordinator II		
Department:	Sierra Outdoor School (SOS)	FLSA:	Exempt
Reports To:	Director, Sierra Outdoor School	Pay Grade:	37

SUMMARY

Assist the Director and be responsible for the supervision, implementation, planning, coordination and scheduling of schools and/or groups for both SOS Elementary and LAIR Programs. Prepare budgets; write reports and schedules; make presentations to administrators, teachers, and parents of visiting schools. Recruit and conduct employee training, develop curriculum and implement programs; be involved in creating promotional materials and assist in marketing SOS programs. Responsible for grant writing and applications. The Program Coordinator will work closely with the SOS Director to promote SOS programs to elementary schools, middle schools, high schools, colleges, as well as state and private agencies.

NATURE AND SCOPE

Under the supervision of the Director of the Sierra Outdoor School, exercise supervision over Naturalist staff with partial supervision of support staff. Has considerable latitude and discretion in day to day operations of the SOS including developing programs, recruiting and training staff. Work relationships with others are frequent and extend beyond the SOS to vendors, experts, District departments, and outside interest groups. Work may require extended hours and routine exposure to elements when conducting outdoor classes.

DISTINGUISHING CHARACTERISTICS

This may be a 10, 11, or 12 month position and represents the second level of supervision over Naturalists and all interns. In addition, this is a senior coordinator position and influence extends over other program coordinators. This program develops and coordinates all SOS and LAIR programs. This position is part of the Clovis Unified School District, but is limited to the Regional Learning Center. This position requires a four-year college degree and the employee must have completed a teacher certification program. This position exercises supervisory and independent control of the work environment. Advancement from this level would require additional education.

ESSENTIAL TYPES OF DUTIES (Examples)

- Assures a safe, healthy and nurturing environment for all participants at the SOS.
- Assists in the staff hiring process.
- Oversees recruitment and assists in coordinating selection of residential interns.
- Conducts employee training and staff development, curriculum development and program implementation.

- Assists in the development of promotional materials and presentations for the SOS/LAIR.
- Supervises, organizes, and directs day and may assist in night programs at the SOS.
- Coordinates programs with teachers or administrators from visiting schools.
- Assists staff in maintaining lab sites and all SOS improvements.
- May coordinate grant writing and grant implementation.
- Will teach all classes and interact with students in their outdoor class activities.
- Encourages the learning process, observes progress and shares observations with the Director.
- May serve as the acting Director in the absence of the SOS Director.
- Assists in the health and safety activities of the SOS.
- May assist in operation of kitchen dining room, supervising set-ups and clean-ups.
- Other duties as assigned.

QUALIFICATIONS

Knowledge and Skills: Must have a strong work ethic and be able to manage and organize a team of Naturalists, Interns, and on-calls for program operation and implementation. Requires an in-depth knowledge of instructional and child development practices and principles. Needs to understand how to work with special needs students. Needs to have a thorough understanding of nature and the environment. Must be able to work in an office space and have an understanding of customer service; working with teachers, administrators, and supervisors from school and non-school groups. Advanced administrative and supervisory skills required.

Abilities: Must have the ability to recruit personnel, conduct staff development and test employee readiness for effective work in the SOS programs. Needs to be able to organize and implement programs, write grants and manage grant implementation. Needs skills in crisis intervention as well as class management, must possess the ability to perform routine and somewhat technical clerical duties including writing reports, schedules, and general correspondence. Must be able to work closely with elementary, middle and high school teachers, as well as college, state and private agencies.

Physical Abilities: Must be able to work in inclement weather as many classes are outside. Must be able to perform all work duties as an Instructional Assistant IV-Naturalist. Requires arm, hand, and finger dexterity to operate office equipment. Requires good hearing and speaking ability to communicate with staff and children. Will require lifting, carrying, manipulation of tools and equipment and lifting of light to medium pound weights (10-50 pounds). May also require abilities of climbing to heights of 50-60 feet on Ropes Courses and rock climbing classes.

Education and Experience: B.A. or B.S in science, education, or a related field or equivalent training. Minimum of three years working with students in a formal or structured setting required. Minimum of two years with interpretive programs. Completion of a structured teacher education program.

License or Certificate: California driver's license, first aid and CPR certificates required. Must have a valid California bus driving certificate. Life guarding, water safety, and or swift water rescue may be required.