

SANTA CRUZ COUNTY OFFICE OF EDUCATION
COORDINATOR, ENVIRONMENTAL LITERACY

DEFINITION

Under direction of the Associate Superintendent of Educational Services, manage environmental education, the California Regional Environmental Education Community (CREEC) and environmental literacy initiatives to provide support to schools, districts and County Office staff resulting in the improvement of educational opportunities for students; assist in providing staff development, information and learning resources and assist in providing technical assistance to schools, districts and County Office staff. Work to further the mission and goals of the County Office of Education in regards to staff development, technical and differentiated assistance, learning resources, coordination and grants funding.

SUPERVISION EXERCISED

Exercise indirect interaction and supervision over professional, technical and clerical staff.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Provide leadership and coordination in standards, curriculum, instruction, assessment, literacy, and educational resources in relation to environmental literacy.

Collaborate with team members within the department, the division and across the organization.

Assist teachers and administrators with assessing, planning, implementing, and evaluating the use of educational resources relating to environmental literacy, including through professional development.

Plan, organize, coordinate and conduct professional development activities, training and presentations to enhance skills and understanding related to environmental education among teachers, administrators, board members and partners.

Provide leadership and implement a broad strategy for promoting and advancing environmental literacy in Santa Cruz County.

Strengthen collaboration across the county by establishing, developing and maintaining partnerships with environmental education providers and community agencies as well as connecting to related initiatives regionally and statewide.

Recommend and implement goals, objectives and practices for providing impactful strategies and training activities to enhance educational effectiveness and student learning in environmental education.

Establish and maintain clear communication and cooperative working relationships with clients, staff and other agencies through announcements, correspondence, newsletters, publications, telephone communications, E-mail, websites and attendance at meetings.

Serve as an environmental education liaison and coordinate communication, activities and information between County Office administrators, personnel, school districts, outside organizations, state educational and governmental agencies and the public.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES (CONTINUED)

Assist in the development and preparation of annual preliminary budgets; review and evaluate budgetary and financial data.

Seek sources of outside funding for the improvement of educational programs and services provided by the Santa Cruz County Office of Education; participate in preparing proposals, maintaining grants and other funding sources and assist with maintaining contracts as required.

Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of educational programs.

OTHER JOB RELATED DUTIES

Facilitate the planning and/or presentation of Environmental Education workshops for educators and Environmental Education providers that focus on academic content standards; Environmental Principles and Concepts; the Education and the Environment Initiative and inquiry and field-based experiences.

Visit district offices and school sites to facilitate the articulation of the core concepts of Environmental Education as they relate to all framework disciplines.

Support the implementation of the Environmental Principles and Concepts through school and district wide interdisciplinary curriculum coordination including outside learning activities.

Seek out exemplary Environmental Education professional development programs and projects that reflect the California content standards, including the Environmental Principles and Concepts to serve as Environmental Education models.

Work with existing regional Environmental Education professional development networks that promote the Environmental Principles and Concepts and include representatives from local, city, county, regional, and state agencies and organizations; the California State University system; the University of California system; and local Environment Education leadership.

Distribute an Environmental Education newsletter quarterly to a regional “e-newsletter” list of subscribers including: advertising educational opportunities for K–12 teachers and students.

Contribute regularly to content and the Resource Directory on the CREEC Network website.

Represent the California Department of Education at regional events such as Environmental Education fairs and subject matter conferences and organize distribution of materials at these events.

Participate in efforts that evaluate the effectiveness of services, products, programs and information provided about Environmental Education intended for both students and educators.

Perform related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Effective strategies, innovative approaches and models for environmental learning and programming.

Managing and growing large-scale, community-wide projects or networks.

Leading environmental education, literacy and sustainability initiatives.

Effective practices in planning and delivery of training professional development.

Strategies for promoting equitable programs and practices for all students.

Principles, practices, methods and strategies in integrating environmental education with content standards, curriculum, instruction and assessment.

Pertinent federal, state and local laws, codes and regulations.

Diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of County students.

Principles and practices of curriculum development and instructional teaching strategies.

Public speaking techniques.

Basic budget preparation and management.

Current trends, research and development in the areas of student learning, student needs and institutional responses relating to environmental literacy.

California Content Standards and Curriculum Frameworks and California Educational Reform documents.

Skill and Ability to:

Provide consultation and technical assistance concerning environmental education.

Facilitate groups in planning, problem-solving and decision-making.

Collaborate successfully with diverse groups.

Design, develop, implement and conduct training and professional development.

Prepare and deliver oral presentations.

Operate modern office equipment including computer equipment.

Operate a motor vehicle safely.

Skill and Ability to (continued):

Manage and coordinate the work of professional and technical personnel.

Provide administrative and professional leadership and direction for the assigned programs, projects and grants.

Interpret and explain County Office of Education policies and procedures.

Recommend and implement goals, objectives and practices for providing effective and efficient programs and services.

Analyze problems; identify alternative solutions; project consequences of proposed actions; and implement recommendation in support of goals.

Research, analyze and evaluate new service delivery methods, procedures and techniques.

Ensure County Office's and school districts' compliance with laws and regulations.

Effectively direct the provisions of projects, programs and grants in support of the County Office's departments, schools and programs.

Establish, maintain and foster positive and harmonious working relationships with those contacted in the course of work.

Organize and conduct trainings, in-service and staff development activities and to coordinate curriculum and instruction projects, conferences, events, and activities.

Initiate, schedule and carryout complex and diverse work plans; respond promptly to request of clients, both inside and outside of the County Office of Education.

Express ideas and concepts clearly and concisely in both oral and written form, and to work collaboratively with individuals and groups from varied cultures, backgrounds, and classifications.

EDUCATION AND EXPERIENCE

Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

Education:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in education or a related field.

Experience:

Four years of increasingly responsible educational coordination experience including supervisory and experience procuring, writing and managing grants.

License or Certificate:

Possession of, or ability to obtain, an appropriate, valid California driver's license.

SPECIAL REQUIREMENTS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. Essential duties require the following physical skills and work environment:

Ability to work in a standard office environment with some ability to travel to different sites and locations.

Approval Date: