

CLOVIS UNIFIED SCHOOL DISTRICT**POSITION DESCRIPTION**

Position:	Director, Sierra Outdoor School	FLSA:	Exempt
		Pay Grade:	129
Department		Salary	Classified
Reports to:	Assistant Superintendent, Educational Services	Schedule:	Management

SUMMARY

To coordinate and administer the Sierra Outdoor School, located near Sonora, California, in Tuolumne County.

NATURE AND SCOPE

This is a management and supervisory position that reports to the Assistant Superintendent, Educational Services.

ESSENTIAL TYPES OF DUTIES (Examples)

- Administers and coordinates the maintenance and food service programs at Sierra Outdoor School.
- Supervises curriculum and curriculum development for Sierra Outdoor School.
- Schedules schools for Sierra Outdoor School.
- Coordinates and approves weekly schedule for Sierra Outdoor School.
- Prepares and presents marketing materials to promote Sierra Outdoor School to school groups, parent groups, outside organizations, etc.
- Keeps inventory control for all equipment at Sierra Outdoor School.
- Plans and presents in-service workshops.
- Works with outside groups who wish to use Sierra Outdoor School for meetings, workshops, in-service purposes, etc.
- Works with all stakeholders on trails and other areas relating to environmental education.
- Maintains security procedures for Sierra Outdoor School.
- Facilitates and completes the hazardous materials business plan for Sierra Outdoor School.
- Oversees and coordinates interactions with Tuolumne County’s Environmental Health division.
- Teaches environmental sciences, history of the Mother Lode Country, and other related subjects.

- Directs Program Coordinators to assist visiting teachers in the development of their programs while attending Sierra Outdoor School.
- Directs record keeping as needed for Sierra Outdoor School, including preparation of the payroll.
- Attends environmental conferences and meetings as designated.
- Supervises conference/convention preparations representing the District.
- Evaluates staff and conducts staff meetings for purposes of discussing and explaining policies.
- Assists in the removal of snow in the winter months.
- Conducts periodic inspections for fire safety and control of same.
- Works with US Forest Service and Tuolumne County Fire/CalFire.
- Maintains inventory procedures.
- Maintains accurate accounting of pupils and adults attending the Sierra Outdoor School.
- Acts as liaison between the various agencies and the Sierra Outdoor School.
- Performs related duties as assigned by the Assistant Superintendent, Educational Services.

QUALIFICATIONS

Knowledge and Skills: In-depth knowledge of environmental sciences and curriculum, history of the Mother Lode Country, and other related subjects. Must possess knowledge of security procedures and fire safety. Requires management skills in the areas of scheduling, inventory control and communication with staff and within the community.

Abilities: An essential requirement of the position is to act as a liaison between various agencies and the Sierra Outdoor School. Must be able to plan and present workshops. Requires the ability to perform record keeping and inventory control. Must be able to administer and coordinate the maintenance and food service programs at the Center.

Physical Abilities: May require lifting, carrying, manipulation of tools and equipment and lifting of light to medium (10-50 pounds) weights to build displays and/or install equipment and/or work on site. Hearing and speaking to exchange information and make presentations; dexterity of hands and fingers to operate a computer keyboard; seeing to read a variety of materials.

Education and Experience:

Minimum Qualifications

- A Bachelor's degree in education or business.

Desirable Qualifications

- Valid California teaching credential and three years classroom teaching experience.
- A Master's degree

Licenses and Certificates: A valid driver's license.