

**SAN MATEO COUNTY OFFICE OF EDUCATION**

**BASIC FUNCTION:**

Provide consultation to personnel, teachers, administrators, parents, school districts, outside agencies and the public concerning Outdoor Education; respond to inquiries and provide detailed and technical information concerning related standards, requirements, instructional activities, issues, principles, practices, techniques, laws, codes, regulations, policies and procedures.

Develop and implement environmental education curriculum; enhance student understanding of principles, theories, terminology and information related to life science, ecology and natural history; monitor instructional activities and assist in assuring alignment with curriculum standards and Program goals and objectives.

Assist in assuring adequate personnel, instructional materials and ~~access~~ to meet educational needs at assigned sites; monitor and assist in determining staffing needs; initiate recruitment activities as appropriate; coordinate the inventory and purchase of equipment and materials as necessary; assure proper cleaning and maintenance of camp facilities as required.

Assist in the development and preparation of the annual preliminary budget for assigned educational services; review and evaluate financial data; control and authorize expenditures in accordance with established limitations.

Monitor and evaluate Residential Outdoor Education services for educational effectiveness and operational efficiency; assist in the development and implementation of programs, policies and procedures to enhance the educational effectiveness and operational efficiency of Outdoor Education.

Maintain current knowledge of educational methods, practices and standards related to Outdoor Education and related laws, codes, regulations, policies and procedures; assist in modifying programs and services to assure compliance with standards and requirements as needed.

Provide technical information and assistance to the Director, Outdoor/Environmental Education regarding Program services and related issues, needs and activities; assist in the ~~formulation~~ development of related policies, procedures and programs.

Oversee and participate in the preparation and maintenance of various records, reports and files related to programs, services, students, billings, personnel, health, discipline, incidents, financial activity and assigned duties.

Communicate with administrators, personnel and outside agencies to exchange information, coordinate activities and programs and resolve issues or concerns; oversee and participate in preparing a variety of correspondence and informational materials as required.

Operate a variety of office equipment including a computer and assigned software; drive a vehicle to conduct work.

January 18, 2006

San Mateo County Office of Education



