

FRESNO COUNTY SUPERINTENDENT OF SCHOOLS

CERTIFICATED MANAGEMENT POSITION

JCN: 192
EXEMPT

DIRECTOR - SCOUT ISLAND OUTDOOR EDUCATION CENTER

BASIC FUNCTION:

Under the general direction of the Executive Director, Curriculum and Instruction (C&I), plan, develop, lead and oversee the operation and activities of the Scout Island Outdoor Education Center; represent the office of the Fresno County Superintendent of Schools (FCSS) as a facilitator, liaison, and resource, both internally and externally; ensure the maintenance of the facilities to meet all regulations and requirements; develop and implement educational programs; coordinate assigned activities with other departments, outside agencies and the general public; direct and participate in the development and implementation of state and federal regulations, Superintendent policies and procedures; supervise and evaluate the performance of assigned personnel.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

- Coordinate and schedule bi-monthly, quarterly, annual and bi-annual inspections, maintenance, and service of building systems, water system, vehicles and equipment.
- Coordinate and schedule maintenance of Pirates Creek to comply with Scout Island California Environmental Quality Act (CEQA).
- Coordinate and schedule trainings for staff to update and maintain required certifications and licenses.
- Coordinate and schedule vegetation management to comply with Scout Island CEQA.
- Develop and oversee budget development and grant funding; evaluate budgetary and financial data and ensure expenditures are in accordance with established limitations; assist with grant coordination and preparation as assigned.
- Ensure that the Scout Island Outdoor Education Center provides a safe learning environment for students, staff, and visitors.
- Maintain communication with Rivers Edge homeowners and coordinate with Thomason Development to provide access to Scout Island as required.
- Maintain records, generate reports and work with outside agencies to obtain necessary permits and certifications to comply with State and Federal regulations.
- Oversee and direct the coordination of staff development activities for schools and districts; collaborate with superintendents, administrators, principals, and others to identify areas of improvement and to develop procedures and curriculum for enhancements.
- Plan, coordinate and communicate with administrators, personnel, and outside organizations to implement specialized activities and programs in support of schools and districts through county, state and federal grants related to assigned program; collaborate with legal agencies to ensure program compliance as required.
- Plan, organize, control, and direct the operations, activities within the Scout Island Outdoor Education Center; manage and direct overall program activities including staff supervision, meetings, events and other related activities; monitor activities for compliance with established policies, procedures, rules and regulations.
- Provide leadership in planning, scheduling, reviewing, developing, implementing, and evaluating programs within assigned division; collaborate with school site principals to support the individual school program and initiatives and whole district efforts.
- Represent the county office at local, regional, state, and federal meetings, conferences, in-services, boards, councils, and events regarding assigned division.

- Respond to county office personnel, school district administration or public requests for information as assigned; collaborate with internal departments, including but not limited to, Legal Services Department as needed.
- Respond to inquiries by FCSS and district administration and staff; determine best possible manner to approach and resolve concerns/suggestions; work to provide positive, collaborative public relations and represent the county office by consistently maintaining cooperative and effective working relationships with others.
- Interview, select, supervise, and evaluate the performance of assigned staff; coordinate and direct employee assignments and review work to assure compliance with established plans, strategies, standards, requirements and procedures as needed; work with employees to correct identified deficiencies; review recommended transfers, reassignments, disciplinary actions and/or termination.
- Train and provide work direction and guidance to assigned personnel; assign duties and review work to assure accuracy and completeness; provide input concerning employee interviews and evaluations as requested.
- Collaborate with assigned supervisor, directors, coordinators, and assistant administrators who plan courses of study to be used in California public and/or charter schools, and/or research connected with the evaluation or efficiency of the instructional program; assure effective communication and operation of the programs; assist in the formulation and development of policies and procedures.
- Coordinate with school administrators and teachers in planning and developing school activities related to, and an extension of, the instructional and guidance program of the school.
- Examine, select and provide in-service training of teachers, principals, or other similar personnel involved in instructional programs.
- Attend and participate in a variety of assigned meetings, committees, conferences, in-services and/or special events.
- Comply with schedules, policies, regulations, procedures, orders, and directives of the County Superintendent.
- Exhibit professionally appropriate interpersonal skills including but not limited to tact, patience, flexibility and courtesy.
- Maintain a safe work environment.
- Operate a variety of office equipment, including but not limited to a computer and assigned software applications.
- Serve as a liaison between County Office and administrators, personnel, outside organizations or the public concerning assigned area.
- Serve as a technical resource concerning assigned program, function or instructional area.
- Work collaboratively with assigned supervisor and team members to assure the effective and efficient operation of the Scout Island Outdoor Education Center.

OTHER DUTIES:

- Ability to work on a flexible schedule to attend evening and weekend meetings/conferences, as assigned and to coincide with department calendared meetings.
- Drive a vehicle to conduct work using own transportation.
- Perform related duties as assigned.
- Travel within Fresno County, statewide and/or nationwide

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Administration of outdoor conservation and educational programs

- Basic construction, electrical and plumbing systems.
- Basic facilities operation and maintenance.
- Basic vehicle maintenance and repair.
- California Environmental Quality Act (CEQA); CEQA floodplain regulations
- California state standards and curriculum frameworks as related to outdoor education.
- Developmental processes of students K-12.
- Effective outdoor environmental curriculum and program development strategies.
- Integrated pest management.
- Interpersonal skills using tact, patience, flexibility, and courtesy.
- Irrigation systems design, function and repair.
- Operation of a variety of office equipment, including but not limited to a computer and assigned software applications.
- Riparian Ecosystems including native and invasive plants.
- State adopted Environmental Principles and Concepts and the Education in the Environment Initiative units.
- Proper English usage, grammar, spelling, punctuation and vocabulary in all forms of communication.
- State Education Code, local, state and federal laws, codes, regulations and requirements and county office organization, operations, policies and objectives as related to assigned activities and/or instructional area.
- Theoretical and technical aspects of field of specialty.

ABILITY TO:

- Establish and maintain cooperative and effective working relationships with others contacted in the course of work.
- Load, secure equipment and tow trailers.
- Operate a variety of equipment including but not limited to tractors, golf carts, All terrain vehicles (ATV), front loaders, and augers.
- Operate a variety of office equipment, including but not limited to a computer and assigned software applications.
- Operate and troubleshoot audio/visual equipment and wi-fi connections.
- Troubleshoot and repair irrigation systems.
- Use professionally appropriate interpersonal skills including but not limited to tact, patience, flexibility and courtesy.
- Analyze and evaluate situations accurately and adopt an effective course of action.
- Communicate effectively both orally and in writing.
- Drive a vehicle to conduct work.
- Ensure proper and timely resolution of issues, concerns, and conflicts.
- Interpret, apply, and explain rules, regulations, policies and procedures.
- Maintain consistent, reasonably regular, punctual attendance consistent with federal, state and local standards.
- Safely and successfully perform essential job functions consistent with federal, state and local standards, including meeting qualitative and/or quantitative productivity standards.
- Supervise, train, guide and evaluate the performance of assigned personnel.
- Work confidentially and with discretion.
- Work independently with minimal direction.

EDUCATION AND EXPERIENCE:

EDUCATION:

- Bachelor's degree.
- Master's degree preferred.

EXPERIENCE:

- Five years increasingly responsible experience working in field related to assigned program, function, or instructional area.

LICENSURE AND OTHER REQUIREMENTS:

- Valid California Teaching and/or Service Credential.
- Valid California Clear Administrative Services Credential.
- Valid California driver's license; while employed by the County Office incumbent must be insurable at the standard rate by the employer's insurance carrier at all times.
- Enrollment in the California Department of Motor Vehicles Government Employer Pull Notice Program at time of hire.

WORKING CONDITIONS:

ENVIRONMENT:

- May work in extreme heat/cold for extended periods of time.
- Outside much of the day.
- Drive a vehicle to conduct work, using own transportation.
- Office and/or school facility environment.
- Regular interruptions.
- Small and large group meetings.

PHYSICAL DEMANDS:

- Bending at the waist, kneeling or crouching; climb or balance.
- Eyesight corrected or uncorrected sufficient to read a variety of materials including but not limited to fine print.
- Hearing with or without use of hearing aid(s) sufficient to hear any conversation with others; understandable voice and speech patterns.
- Manual dexterity and coordination sufficient to operate office and/or classroom equipment.
- Sitting, standing and/or walking for extended periods of time.
- Use hands to handle and/or feel; reach with hands and arms.
- Must frequently lift, push, pull or carry up to ten (10) pounds and occasionally lift and/or move up to twenty five (25) pounds.

The physical demands and working conditions described here are representative of those that must be met by an employee to successfully perform the essential functions of this position, subject to reasonable accommodation.

This position description may not be an exhaustive list of all duties, knowledge, or abilities associated with this classification; however, it is intended to accurately reflect the principle job elements. Related duties, knowledge, or abilities to those expressly stated may also be required for successful performance of the position.

Effective: 07/01/2013

Revised: 06/13/2016; 07/01/2023