

**LOS ANGELES UNIFIED SCHOOL DISTRICT**  
Human Resources Division

Class Description  
**COORDINATOR, OUTDOOR EDUCATION PROGRAM**

**Job Purpose**

Develops, coordinates, supervises, and evaluates the planning, management, construction, and maintenance of Outdoor Education programs and facilities in Student Auxiliary Services; communicates District policies regarding outdoor education programs to school personnel, and school and district administrators; assists the director with other Branch functions.

**Responsible to**

Director, Student Auxiliary Services

**Subordinates**

Classified and unclassified personnel as assigned

**Functions**

Essential Functions

1. Provides overall coordination and supervision for the management, construction, and maintenance of the District's outdoor education programs and facilities including the coordination of administrative functions such as budget, payroll, procedures, staffing, and discipline.
2. Develops annual budgets and maintains fiscal control for Outdoor Education; allocates, expends, and accounts for budgeted funds from multiple funding sources; administers financial audits.
3. Coordinates the design and delivery of appropriate and differentiated outdoor education professional development and strategies to support diverse student needs and populations.
4. Provides on-call services for issues relating to the care of students or facilities at the residential outdoor education programs.
5. Supervises the planning of program operation schedules, basic skills and human relations instruction, and the opportunity for students to observe and study natural science.
6. Develops written materials including bulletins, manuals, brochures, websites, and training programs for outdoor education programs.
7. Develops proposals for new outdoor education programs; develops, revises, and/or aligns the curriculum with the appropriate 3-12 grade level California standards and frameworks, specifically in the area of environmental education.
8. Works collaboratively with elementary and secondary participating school staff, administration, and parents to ensure the coordinated delivery of outdoor education programs.
9. Inspects outdoor education facilities to assure program compliance with required maintenance and safety standards as set by the U.S. Forest Service, U.S. Department of Agriculture, Los Angeles County Health Department, and other regulatory agencies.
10. Serves as District representative to educational agencies concerned with outdoor and environmental education.
11. Writes grants to seek public and private sources of funding for outdoor education programs; reviews and comments on legislative issues related to outdoor education programs.
12. Serves as a resource to school staffs who seek to integrate outdoor education into the regular school program.
13. Reviews and approves all K-12 school initiated hiking and camping trips to locations not covered by the Board of Education's delegated authority to school administration.

14. Assists in coordinating “first response” to emergency situations, including evaluating school emergency plans; organizing, conducting, and teaching District required emergency procedures; and collaborating with Environmental Health and Safety and outside agencies during emergency situations.
15. Directs and evaluates the performance of subordinate personnel.

#### Other Functions

1. During periods of critical personnel shortage or other emergency situation, shall temporarily perform any duties, as directed, within the authorization of any credentials held by the incumbent that are registered with the Office of the Los Angeles County Superintendent of Schools and that are a part of the class description requirements in effect at the time such duties are performed.
2. Performs other duties as assigned.

#### **Qualifications**

##### Education

1. An earned master’s degree or advanced degree of at least equivalent standard from an accredited college or university.
2. At least four semester units in multicultural education or equivalent study (effective July 1, 2007). Multicultural understanding coursework must pertain to a minority group represented in the District student enrollment.
3. At least two semester units each (six semester units total), or the equivalent, of coursework in culture, language, and methodology to meet the requirements of the District’s Master Plan for English Learners.

For additional information on Master Plan requirements, refer to the current policy bulletin on “Culture, Language, and Methodology Requirements for Administrators.”

##### Experience

###### *Required*

At least five years of successful full-time service in a certificated position(s).

###### *Desirable*

1. Experience as a teacher of natural science or environmental education.
2. Experience in outdoor education programs for youth with emphasis on environmental education.
3. Experience and/or familiarity with the maintenance of specialized facilities such as septic systems, water treatment systems, swimming pools, solar and wind energy, generator systems, and nursery operations.

*NOTE: For definitions of years of service, refer to Policy Guide E23.*

##### Credentials

One of the following California credentials or credential combinations authorizing K-12 service must be in force and on file in the Office of the Los Angeles County Superintendent of Schools:

1. Service Credential with a specialization in administrative services
2. Standard or General Administration Credential
3. General Supervision Credential
4. The Supervision or Standard Supervision Credential and the appropriate basic credentials authorizing service in the area of this class description.
5. One elementary and one secondary level credential from among the following:
  - a. Elementary School Administration or Supervision Credential
  - b. Secondary School Administration or Supervision Credential.

### Knowledge, Skills, Abilities, and Personal Characteristics

1. Knowledge of District policies and procedures, goals and objectives, organizational structure and functions, and negotiated contracts.
2. Ability to organize and oversee outdoor education activities; comprehensive knowledge of outdoor education and the laws, rules, and regulations.
3. Knowledge of current trends in curriculum development, teaching methods, and educational philosophy in the field of outdoor education and an understanding of its relationship to the total educational process, specifically including age-appropriate activities; familiarity with related publications and research.
4. Knowledge of, and skill in, budget development and control.
5. Knowledge of staff development and professional development resources.
6. Ability to communicate effectively with students, parents, peers, other District personnel, and community representatives, both individually and as a group.
7. Ability to work effectively and cooperatively with all racial, ethnic, socioeconomic, linguistic, and special education groups.
8. Knowledge of District safety practices and procedures.
9. Knowledge of effective administrative and managerial practices and ability to implement them.
10. Ability to compose and comprehend written communication.
11. Ability to utilize, observe, and evaluate subordinates effectively.
12. Ability to travel to other sites/locations.
13. Ability to effectively utilize computer technologies such as word processing and email.
14. Ability to cope with crisis situations and the need to make immediate decisions.
15. Ability to cope with high volume work and multiple tasks.
16. Ability and integrity in dealing with confidential matters.
17. Commitment to standards of assessment and accountability as specified by the District.
18. Ability to make formal, public presentations.

### Health

Physical and mental fitness to engage in management service as certified by a licensed physician and surgeon or medical officer pursuant to Education Code Section 44839 and evidence of freedom from active tuberculosis pursuant to Education Code Section 49406.

### Special Requirement

Annual Bloodborne Pathogen training (new employees must complete prior to employment).

*This is a Master Salary (G) Table classification.*

This class description is not a complete statement of essential functions and responsibilities. The District retains the discretion to add or change typical duties of a position at any time.

Updated 10/13

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