

JOB TITLE: **COORDINATOR, OUTDOOR SCHOOLS**

REPORTS TO: Director of Alternative and Outdoor Education

POSITION PURPOSE:

Developing and implementing the Outdoor Schools Program.

NATURE & SCOPE:

This position is subject to board policies, administrative rules and procedures, department regulations and applicable state and federal statutes. This position carries specific administrative authority to effect the responsibilities in this job description. All commitments outside of authorized programs and services are subject to prior approval by the supervisor of this position.

ESSENTIAL JOB FUNCTIONS:

1. Develop and implement a program of Outdoor Schools in cooperation with and in response to the needs of school districts.
2. Develop and submit to the Director of Alternative and Outdoor Education, an Outdoor Schools budget based on previously established guidelines.
3. Work with other MESD programs and/or other agencies as required or as requested in matters dealing with:
 - a. Transportation
 - b. Purchasing
 - c. Personnel
 - d. Resource Assistance
4. Make recommendations to the Director of Alternative and Outdoor Education regarding selection, assignment, and other personnel matters and manage and evaluate personnel within the program.
5. Prepare and submit reports as required.
6. Direct program activities within resources approved and objectives established by the MESD.
7. Administer rules, regulations and procedures for the program within the policy structure of the MESD.
8. Direct and supervise the Student Leader Recruitment and Training Program.
9. Direct and supervise the food services program of Outdoor Schools.
10. Direct and supervise the medical services program of Outdoor Schools.

11. Work with school districts in:
 - a. planning new and expanded Outdoor Schools programs, incorporating individual district philosophy.
 - b. encouraging professional staff growth through the offering of inservice training.
 - c. collection of school lunch fees for Outdoor Schools participants.
 - d. implementing the reimbursement program for transportation, as provided as transits in the budget.
12. Work with local parochial and private school administrations in implementing their involvement in the program.
13. Work with local police and fire authorities and on-site Outdoor Schools personnel to assure security and safety for all participants.
14. Work with organized camp owners to:
 - a. negotiate yearly leases for use of camps as Outdoor Schools sites.
 - b. assure continued availability of Outdoor Schools sites for lease.
15. Maintain liaison with the Oregon Department of Education in:
 - a. implementation of the Federal School Lunch, Breakfast, and Milk reimbursement program.
 - b. acquisition of surplus commodity food through the U.S. Department of Agriculture.
 - c. acquisition of state and federal surplus materials for use in Outdoor Schools.

OTHER JOB FUNCTIONS:

1. Work with governmental resource agencies, school districts, and professional organizations in furthering Outdoor Schools opportunities for children.
2. Perform other job-related duties as assigned by the Director of Alternative and Outdoor Education.

EDUCATION AND EXPERIENCE:

Valid Oregon Administrative license and three years experience in supervision of personnel and residential programs required. Experience with curriculum development, implementation and budgets.

The statements contained herein reflect general details as necessary to describe the principle functions of this job, the level of knowledge and skill typically required and the scope of responsibility, but should not be considered an all inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the work load.