Tulare County Office of Education

JOB DESCRIPTION
Job Title: Circle J-Norris Ranch Education Coordinator (1249)

Job Summary:
The job of Circle J-Norris Ranch Education Coordinator is done for the purpose/s of maintaining, developing, and implementing educational programs at the Circle J-Norris Ranch, a 600-acre field study site available to Tulare County educators and students. The position is under the direction of the SCICON Administrator.

Essential Job Functions:
• Collaborates with school personnel, parents, and various agencies for the purpose of planning curriculum and establishing student outcomes.
• Communicates maintenance needs of facilities for the purpose of maintaining a safe environment for educational activities.
• Coordinates/hosted scheduled use of the Circle J-Norris Ranch by groups for the purpose of facilitating day-to-day programs.
• Designs age-appropriate curriculum for the purpose of meeting the educational needs of teachers and students using the Circle J-Norris Ranch.
• Engages in community outreach efforts and grant proposal writing for the purpose of seeking out partners and resources for the Circle J-Norris Ranch.
• Instructs K-12 students for the purpose of providing education in outdoor science concepts.
• Maintains websites for the Circle J-Norris Ranch and SCICON for the purpose of keeping the public informed about both programs.
• Maintains records for the purpose of documenting Circle J-Norris Ranch activities.
• Promotes/coordinates inservices, workshops, and outreach programs for the purpose of training teachers to effectively utilize the Circle J-Norris Ranch.

Skills, Knowledge and/or Abilities:
• Skills to:
  • Be a spokesperson for an environmental education program, both in person and through writing;
  • Create and adapt K-12 outdoor education curriculum for use at the site;
  • Develop and maintain websites.
• Knowledge of:
  • Environmental education curriculum and theory;
  • Classroom teacher needs and constraints regarding outdoor education activities;
  • California State Science Framework.
• Ability to:
  • Work independently;
  • Organize and prioritize when dealing with multiple tasks;
  • Maintain accurate records;
  • Establish and maintain cooperative working relationships with students, parents, and school personnel;
  • Create a schedule and meet deadlines;
  • Communicate effectively both orally and through writing;
  • Assume a leadership role comfortably.

Experience:
• Job related experience is required.
• Computer experience including Windows, word processing and Internet technology.
• Experience in leadership roles in environmental education.
• Experience working with both teachers and students.
• Experience in designing curriculum is preferred.
• Experience in web page design is preferred.

Education Required:
• Bachelors Degree.
• Valid California Single Subject or Multiple subject Teaching Credential is required.
• A Masters Degree in education, environmental studies, or a related field is preferred.

Other Requirements:
• Valid California Driver’s License and proof of automobile insurance.
• Department of Justice and FBI Fingerprint Response.

FLSA Status: Exempt

March 2000

This organization is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, creed, age, gender or disability. Inquiries regarding compliance procedures may be directed to our personnel office.

This organization complies with the Americans with Disabilities Act. Persons with a disability who may need some accommodation in the hiring process should contact our personnel office.

This organization is a Drug and Tobacco - Free Workplace

This organization requires a successful candidate to provide it with employment eligibility and verification of a legal right to work in the United States in compliance with the Immigration Reform and Control Act.