



**Orange County Department of Education
Human Resources Department
Classified Management Class Specification**

Manager, Inside the Outdoors Operations

Class Code: 1303

Work Days: 225

GENERAL PURPOSE

Plan, organize, and supervise the operations of the Orange County Department of Education's Inside the Outdoors programs and provide assistance to higher level management staff.

SUPERVISION RECEIVED AND EXERCISED

1. Receives direction from higher level management staff.
2. Exercises direct supervision over management, professional, technical, and/or clerical staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES

This position description is intended to describe the general nature and level of work being performed by an employee assigned to this position. This description is not an exhaustive list of all duties, responsibilities, knowledge, skills, abilities, and working conditions associated with this position. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

1. Recommend and assist in the implementation of goals, objectives, and strategic plan; establish schedules and methods for providing specialized services; and implement policies and procedures.
 2. Plan, organize, supervise, and implement operational activities for Inside the Outdoors (ITO) programs.
 3. Oversee support activities necessary to ensure the conduct of ITO programs, including facilities, clerical assistance, scheduling schools, preparing work schedules for appropriate staff, and transportation coordination.
 4. Coordinate the procurement of instructional materials and equipment.
 5. Select, train, plan the work of, supervise, and evaluate staff; provide coaching to employees; collaborate on goal development; set clear expectations; provide constructive feedback; assist in improvement as needed; and check in regularly for understanding.
 6. Oversee the planning, organizing, and implementation of operations-related training for ITO staff.
 7. Develop partnerships and explore possibilities for future funding.
 8. Act as a liaison with district and school personnel and site vendors and oversee lease negotiations.
 9. Oversee the safety and security of students and personnel and ensure safety measures are in place and followed.
 10. Prepare and present a variety of reports, records, and statistical data on school activities, attendance, and instructional requirements and services.
 11. Assist in budget development, review, and planning.
 12. Oversee the OTO website, including online registration, billing, and content management.
 13. Oversee the care, handling, and acquisition of animals for the program and secure required licenses.
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14. May participate in the teaching of programs as required.
 15. Operate a Department-owned vehicle and provide transportation to and from sites as needed.
 16. Demonstrate attendance sufficient to complete the duties of the position as required.
 17. Perform related duties like the above in scope and function as required.

QUALIFICATIONS (KNOWLEDGE, SKILL, ABILITY REQUIREMENTS)

Knowledge of:

1. Operational characteristics, services, and activities of an outdoor education program.
2. Methods and approaches to planning instructional programs and services according to identified needs and requirements of an outdoor education program.
3. Procedures, methods, and techniques of project and workflow management and organization.
4. Principles of effective supervision, leadership, training, coaching, and performance evaluation.
5. Pertinent federal, state, and local laws, codes, and regulations.

Ability and Skill to:

1. Respond to difficult questions, inquiries, and complaints from parents, students, teachers, and officials from other school districts and outside governmental agencies.
2. Select, train, lead, coach, direct the work of, supervise, and evaluate professional and technical employees; and effectively delegate authority and responsibility.
3. Interpret the organizational and division strategic plan and create relevant goals and plans for assigned areas.
4. Effectively adapt and adjust program services to meet changing priorities and customer-specific needs.
5. Establish and maintain effective working relationships with various constituencies.
6. Interpret and explain laws, codes, contracts, policies, and procedures.
7. Develop and present training materials.
8. Prepare clear and concise correspondence, reports, and other written materials.
9. Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
10. Communicate clearly and concisely, both orally and in writing, in English; present information effectively in front of both large and small groups.

Education, Training, and Experience:

A typical way of obtaining the knowledge, skills, and abilities outlined above is a bachelor's degree in education or a related field and four (4) years of experience in an outdoor education program.

Licenses; Certificates; Special Requirements

Possession of, or ability to obtain before the date of appointment, a valid California Driver's License, Class C or higher. OCDE will periodically verify driver history/license through the Employer DMV Pull Notice Program and the OCDE Safety Program.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class.

Physical Demands

Employees must be able to perform the essential functions of the position with or without accommodation. Employees in this classification must be able to travel countywide to a variety of sites within a reasonable time frame, read written and electronic materials, and communicate clearly with those contacted through the course of work (typically in person, on the phone, and via email); perform deskwork for extended periods, and access and operate all required equipment for job duties. The position may include occasional need to traverse uneven surfaces and may move items weighing up to 25 pounds.

Mental Demands

While performing the duties of this class, employees are regularly required to use written and oral communication skills; read and interpret information; analyze and solve problems; use mathematical reasoning; make observations; learn and apply new information or skills; perform highly detailed work; work on multiple, concurrent tasks with frequent interruptions; work under intensive deadlines and meet productivity requirements; and interact successfully with various groups of people encountered in the course of work.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Employee typically works in an office environment that is fast-paced with high pressure.