



Leadership • Collaboration • Support

JOB TITLE: Program Manager, Environmental Literacy

Administrative Salary Schedule A, Range 7

DESCRIPTION OF BASIC FUNCTION AND RESPONSIBILITY

Under the direction of the Senior Director, District and School Support, the Program Manager, Environmental Literacy manages and directs the Environmental Education Initiative and collaborative work. This position also works with the District and School Support team and other Solano County Office of Education (SCOE) departments and partners to provide leadership and guidance with districts through technical assistance and Differentiated Assistance support as needed.

JOB REQUIREMENTS AND QUALIFICATIONS

Required:

- California Administrative Services Credential.
- Five years of professional learning facilitation experience.
- Valid California Driver's License.

Desired:

- Master's degree in education or related field.

ESSENTIAL DUTIES:

Duties may include, but are not limited to, the following:

- Provides leadership and implements a broad environmental education initiative that promotes environmental literacy.
- Develops realistic and effective plans for meeting goals, establishing timelines and measurable outcomes, estimating required resources, and anticipating obstacles.
- Strengthens collaboration across the county by establishing, developing, and maintaining partnerships within SCOE and community partners and outside agencies, as well as connecting to related initiatives regionally and statewide.
- Plans and facilitates meetings with multiple educational partners.

- Plans, designs, and implements training and professional learning activities using various blended and online learning technologies and methodologies.
- Coordinates activities and provides training and assistance to enhance teacher and administrative skills and understanding related to environmental educational opportunities and initiatives.
- Serves as a liaison and coordinates communications, activities and information between County Office administrators, personnel, school districts, outside organizations, governmental agencies, and the public.
- Develops and implements strategies and training activities to enhance educational effectiveness and student learning in environmental education.
- Assists in the development and preparation of annual preliminary budgets. Reviews and evaluates budgetary and financial data.
- Participates in researching, obtaining, and maintaining grants and other funding sources; prepares proposals and assists with developing and maintaining contracts as required.
- Compiles, reviews, and analyzes a variety of technical data and information related to instructional areas.
- Prepares and maintains a variety of records and reports.
- Attends and participates in a variety of meetings, task forces, seminars, in-services, and conferences as appropriate.
- Initiates, develops, and prepares contracts/agreements with external entities, as needed.
- Coordinates as needed with other SCOE-related initiatives.
- Develops and emphasizes the connection between environmental literacy/learning and social-emotional well-being.
- Connects environmental literacy to outdoor learning initiatives.
- Performs related duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

- Effective strategies, innovative approaches, and models for environmental literacy and programming.
- Effective practices in planning and delivery of training/professional learning.
- Best practices in promoting equitable programs and practices for all students.

- Local, state, and federal standards and requirements related to environmental literacy in K-12 public education.
- Unique needs of students and Local Education Agencies (LEA) in Solano County.
- Basic budget preparation and control.
- Applicable laws, codes, regulations, policies, and procedures.
- Operation of a variety of office equipment including computers projectors and assigned software.

SKILLS AND ABILITY TO

- Provide consultation and technical assistance concerning environmental literacy and education.
- Design, develop, implement, and conduct training and professional learning.
- Facilitate groups in planning, problem-solving and decision-making.
- Collaborate successfully with diverse groups.
- Prepare and deliver oral presentations.
- Coordinate activities to enhance faculty and administrative understanding of educational practices, curriculum standards and instructional strategies.
- Interpret, apply, and explain laws, codes, regulations, policies, and procedures.
- Communicate effectively both orally and in writing.
- Establish and maintain cooperative and effective working relationships with others.
- Analyze situations accurately and adopt an effective course of action.
- Meet schedules and timelines.

SUPERVISION RECEIVED

Limited and general supervision.

SUPERVISION EXERCISED

Employees in this classification may supervise other staff members in the operational unit.

PHYSICAL ACTIVITY REQUIREMENTS

Work Position (Percentage of Time):

Standing (35%) Walking (15%) Sitting (50%)

Body Movement (Frequency):

None (0) Limited (1) Occasional (2) Frequent (3) Very Frequent (4)

Lifting – lbs. (0-40) Lifting (2) Bending (3)

Pushing and/or
Pulling Loads (3) Reaching
Overhead (2) Kneeling or
Squatting (3)

Climbing Stairs (3) Climbing Ladders (1)