



DIRECTOR II – KERN ENVIRONMENTAL EDUCATION PROGRAM

Certificated Job Description

IMMEDIATE SUPERVISOR:

Administrator, Division of Student Services

ESSENTIAL FUNCTIONS:

1. Develop and maintain an exemplary environmental education program.
2. Ensure compliance with all legal and agency requirements as they relate to the environmental education program.
3. Develop and recruit a clientele to participate at K.E.E.P.
4. Develop and provide a comprehensive public information program.
5. Recruit and retain a qualified staff.
6. Provide a safe and stimulating environment at the environmental schools.
7. Follow all written and verbal requests of the Division Administrator.
8. Comply with all regulations and policies of the County Superintendent of Schools Office.
9. Other duties will be assigned by the Division Administrator as needs arise.

MINIMUM QUALIFICATIONS:

A. Personal Qualifications:

1. A command of knowledge and willingness to stay abreast of current trends, innovations, and practices in environmental education.
2. Knowledge of and willingness to stay abreast of current trends, innovations and practices in elementary and secondary education.
3. Willingness to abide by the rules and regulations of the office of the Kern County Superintendent of Schools.
4. Must possess a private vehicle, valid California driver's license and carry current automobile insurance with at least minimum coverage for public liability and property damage.

B. Professional Qualifications:

1. Enthusiasm for and commitment to assigned tasks.

2. Command of general information about how children develop, act, think, learn and feel.
3. The ability to establish an appropriate working relationship with individuals or groups.
4. Possession of a broad repertoire of teaching skills.
5. Sincere interest in instructional and science/environmental education development.
6. Ability to provide leadership in committees, workshops, and various types of group meetings.
7. Must present verification of completion of Child Abuse Mandated Reporter training or obtain verification within six (6) weeks of hire and annually thereafter, as required by the California Child Abuse and Neglect Reporting Act.

TRAINING AND/OR CREDENTIALS

A. Education:

1. Administrative Credential.
2. Master's or Doctorate Degree.

B. Experience:

1. Two years successful teaching experience.
2. Three years successful administrative experience.

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