



**PROGRAM SUPERVISOR  
KERN ENVIRONMENTAL EDUCATION PROGRAM**

Certificated Job Description

**IMMEDIATE SUPERVISOR:**

Assistant Superintendent, Educational Services

**ESSENTIAL FUNCTIONS:**

1. Direct, model and evaluate the development and implementation of the instructional program to ensure program goals and objectives are met.
2. Assist in the recruitment and final selection of instructional, food service, maintenance and other support personnel.
3. Train and supervise staff in maintaining a clean, healthy, safe and secure environment.
4. Provide for training in laws and regulations pertaining to local law enforcement agencies, Child Protective Services and resource management agencies.
5. Direct and model staff in developing appropriate student behavior through positive reinforcement strategies and techniques.
6. Serve as the direct liaison with participating school district personnel and other interested individuals and groups.
7. Coordinate and conduct trail walks and other instructional activities including evening programs and campfires.
8. Perform first aid and request assistance for non-routine injury or illness.
9. Maintain permanent records of all required medical situations.
10. Plan, coordinate and prioritize maintenance projects, as needed.
11. Schedule/request non-KCSOS maintenance assistance.
12. Supervise a program for vehicle and equipment maintenance.
13. Assign staff to on-site housing and act as the on-site manager of said housing for the Superintendent.
14. Oversee all building and grounds.
15. Prepare monthly payroll for permanent full-time and part-time/substitute employees.
16. Supervise and evaluate all staff members. This includes instructional, food service, and maintenance staff.
17. Recruit, train and supervise substitutes.

18. Plan and provide orientation sessions and activity and duty schedules for substitutes.
19. Ensure that program adheres to California Outdoor School Administrators (COSA) Resident Outdoor Science School (ROSS) standards.
20. Build and promote effective staff morale.
21. Plan and provide orientation sessions and supervise and oversee the activity and duty schedules for visiting classroom teachers.
22. Maintain budget guidelines and restrictions in the purchase of supplies.
23. Be on-call to the program during its residential session each week.
24. Drive a county vehicle in the performance of duties.
25. Maintain site records and perform required clerical functions.
26. Perform other duties as assigned.

**MINIMUM QUALIFICATIONS:**

A. Personal Qualifications:

1. Knowledge of goals and objectives of the KEEP program.
2. Possess adequate mental and physical health, and an appropriate personal appearance.
3. Willingness to stay abreast of current trends, innovations and practices in the field of environmental education.
4. Willingness to follow the policies, regulations and practices of the Kern County Superintendent of Schools Office and of the Kern Environmental Education Program.
5. Knowledge of basic concepts of child growth and development, especially for the 5-6th grade level.
6. Knowledge of student behavior management strategies and techniques.
7. Knowledge of California State Science Standards and Framework.
8. Experience with thematic/concept/activity based programs.
9. Knowledge of and experience with methods, procedures and techniques of modern employee supervision.
10. Knowledge of laws and regulations of government agencies as they apply to residential outdoor science schools, including laws of the California Department of Motor Vehicles.
11. Must obtain a clear certificate of Tuberculosis and file fingerprints with the Kern County Superintendent of Schools.

12. A preplacement medical assessment is a condition of appointment after all other required job conditions have been met.
13. Possess or secure within one (1) month of employment a certificate for first aid and CPR issued by the American Red Cross or equivalent.
14. 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.
15. Fingerprint clearance by both the Federal Bureau of Investigation and the California Department of Justice is a condition of appointment after all other required job conditions have been met.

B. Professional Qualifications:

1. Demonstrate an understanding, patient and receptive attitude toward students of varied age groups, including counselors and adults.
2. Must be able to carry a 25 pound backpack.
3. Must be able to climb up and down narrow trails in hilly terrain, for up to 6 hours per day, in a variety of weather conditions.
4. Must be able to conduct a clear vocal dialogue with students and staff and the ability to hear and understand normal speech from students and staff.
5. Must be available to work varying assignments in the 24-hour residential school setting.
6. 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. Must hold a valid California Teaching Credential.
2. Possession of an Administrative or Supervision degree preferred.

B. Experience:

1. Successful experience in environmental education or equivalent.
2. Successful supervisory or management experience.

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7/29/15  
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