

**MARIN COUNTY SCHOOLS  
PROGRAM FOR OUTDOOR EDUCATION  
LEADER: PROGRAM FOR OUTDOOR EDUCATION  
Job Description**

**Brief Description of Position:**

Overall responsibility for the administration of the instruction and all-supporting activities, including program evaluation of the Outdoor Education Program.

**Major Duties and Responsibilities:**

1. Recruiting and hiring qualified staff for the Outdoor School through bulletins, conferences, and meetings.
2. Assigning, training, supervising, and evaluating staff.
3. Establishing budget and securing adequate enrollment to meet annual operating expenses.
4. Directing the educational activities of the Outdoor School, including the direction of instructional methods, use of equipment, and control of curricula standards consistent with good educational practices.
5. Maintaining activities necessary to support the instructional program, such as keeping records of program and student activities, purchasing supplies and equipment, assuring buildings and grounds are free of hazards, arranging quarters for staff, students and visiting classroom teachers.
6. Maintaining liaison with local medical centers and related agencies, such as state beaches, parks and the State Forestry Department.
7. Participating as required in teaching, student counseling, and discipline.
8. Interpreting the Outdoor School Program to PTA groups, civic organizations, visitors to the program, and the local community.
9. Preparing instructional materials for visiting classroom teachers.
10. Preparing materials for publicity and public relations.
11. Maintaining Outdoor School vehicles in safe condition.
12. Performing other duties as assigned.

**Other Duties and Responsibilities:**

Supervises Chief Naturalist

**Supervision Exercised and Received:**

Directly responsible to the Deputy Superintendent/Assistant Superintendent of Educational Services.

**Position Qualifications:**

Elementary Teaching Credential

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