

MANITOWOC PUBLIC SCHOOL DISTRICT
Manitowoc, Wisconsin

Job Description

Position Title: School Forest Coordinator

Reports To: Director of Human Resources

SUMMARY: This position provides leadership and stewardship for all aspects of the School Forest grounds, facilities, and educational programming for our School Forest. Assists staff in linking curriculum, instruction, and assessment to learning activities at the School Forest. Plans and implements professional staff development and activities for students at the School Forest. Responsible for day-to-day School Forest administration as well as the safety and welfare of all who attend the School Forest site. Ensures a safe, pleasant and effective educational atmosphere at the School Forest for all who attend and enforces all school policies. This position works 210 days per year with the majority of these days coinciding with the school calendar (July 1 through June 30). Flexible schedule with some days this position will work less than 8 hours/day and some days may be more than 8 hours/day

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Develops a good understanding of the principles of learning authentic instruction and district's goals for providing high quality outdoor understanding of these principles, instructional methodology and goals.
- Interacts with students in a constructive manner to encourage each individual to perform at their highest level.
- Manages all School Forest staff (camp health aide, maintenance personnel, volunteers, custodian, teachers, and paraprofessionals).
- Oversees all uses of School Forest and annually works with elementary principals to establish schedules in the fall for the sixth grade overnight camps as well as other overnight groups year round.
- Researches, seeks, and manages grant funding.
- Ensures that all supplies, materials and equipment are in proper storage.
- Completes safety checks before each overnight camp is scheduled.
- Oversees the master calendar for School Forest usage.
- Writes work orders for School Forest usage.
- Chairs the School Forest advisory committee.
- Participates and facilitates the development of environmental education school forest curriculum.
- Supplies and maintains equipment such as binoculars, skis, snow shoes, shovels, dip nets, radios, walkie-talkies and other equipment.
- Works with district office receptionist to coordinate the School Forest calendar and key check-out/check-in.
- Prepares materials and equipment for teacher and student use at the School Forest.
- Coordinates meals for overnight camps with food service at the School Forest to ensure that adequate and proper meals are being served.
- Have current certification in CPR, AED, and First Aid
- Administer medications to students at the school forest as needed after completing DPI medication training.
- Evaluates performance and effectiveness of programs and staff at School Forest.
- Works with the Rahr Foundation for bi-annual funding requests.
- Submits an annual school forest report to the Director of Human Resources to be submitted to the Board in July.
- Coordinates in-service training for staff in outdoor education strategies.
- Participates in district-wide activities including, but not limited to, in-service meetings, special committee and other meetings called by the Superintendent.
- Publishes bi-monthly newsletter about school forest events and relevant information.
- Implements policy and procedure changes from the Board, or the State and Federal level.
- Develops and maintains the school forest budget, works with the Director of Business Services, the Director of Building and Grounds, and the Director of Human Resources for budgeting/purchasing.
- Establishes priorities for educational materials to meet the needs of students and teachers with allowable anticipated funds.
- Maintains the district's standards relative to confidentiality of information about students & school-related concerns.

- Attends to the safety and well-being of all students, including, but not limited to, the use of universal precautions as per blood borne pathogens training.
- Performs other duties as assigned.

SUPERVISORY RESPONSIBILITIES:

Special emphasis is to be placed on monitoring and evaluating outdoor education curriculum and how teachers connect curriculum, instruction, and assessment at the School Forest. The School Forest Coordinator will help staff develop in their understanding and use of instructional strategies which guide students in the construction of knowledge, disciplined inquiry, and value beyond the classroom through strategies which result in enduring understanding for students.

Responsible for the overall direction, coordination, and evaluation of School Forest staff (health aide & custodian).

Carries out supervisory responsibilities in accordance with the district's policies and applicable laws. Responsibilities include interviewing, hiring the camp health aide; planning, assigning, and directing their work; supervision/evaluation of employees and disciplining employees; addressing complaints and resolving problems in a timely manner. Works with the Director of Human Resources to ensure compliance with District personnel and evaluation policies.

QUALIFICATIONS:

Bachelor's Degree in Forestry, Wildlife Management, Ecology, Natural Resources is preferred or comparable experience in Environmental Education; Management, budget and grant writing experience preferred.

EDUCATION, CERTIFICATES, LICENSES:

Teaching licensure & Natural Resource training preferred.
CPR, First Aid, AED certified (or willing to become certified)

LANGUAGE SKILLS:

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from staff, parents, and the general public.

MATHEMATICAL SKILLS:

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

REASONING ABILITY:

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

OTHER SKILLS and ABILITIES: Ability to apply knowledge of current research and theory in a specific field.

Ability to establish and maintain effective working relationships with students, staff and the community. Ability to communicate clearly and concisely both in oral and written form. Ability to perform duties with awareness of all district requirements and Board of Education policies.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, walk, sit, talk, hear and see. The employee will regularly walk up to 2 or more miles with groups or while preparing for groups. The employee is occasionally required to reach with hands and arms and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, and depth perception.

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

The noise level in this environment is quiet to loud depending upon the activity in that particular location and that particular part of the day. The employee will be working outside for several hours at a time year-round that includes working in snow, rain, wind, heat, etc.