



**OUTWARD
BOUND**

Position: Education Coordinator

Location: STEP – Yulee, FL

Reports To: Program Director

FLSA: Exempt

Date Updated: January 10, 2008

JOB DESCRIPTION

Summary

The Education Coordinator (EC) is responsible for administration and instruction of a year-round education program for students in Outward Bound's At Risk programs. Additional responsibilities include serving as a member of the program's treatment team and developing, modifying and implementing age and grade appropriate curriculum for students.

Essential Duties and Responsibilities

- Assist in the development and implementation of At Risk expeditionary learning, inter-disciplinary, competency based curriculum. This curriculum is designed for direct application to overall program goals, individualized for each student, each student group, to meet student academic and re-entry needs. All curriculum must also meet all Florida Department of Education (FDOE) requirements.
 - Conduct on-site instruction for residential programs in subject areas such as reading, math, science, and social studies.
 - Monitor, evaluate and assist in delivery of peer counseling, life management skills, outdoor education, journaling and environmental science.
 - Minimum time to ensure compliance in curriculum development is 10 days per year. 3 of those days in conjunction with other EC's.
- Development of Individualized Education Programs (IEP) as needed for but not limited to any of the following: identified Exceptional Student Education (ESE) students, vocational/pre-vocational, support for overall performance plan and treatment team goals.
 - Residential programs meet all ESE student requirements as applicable including: ESE staffing, implementation of ESE IEP, coordination and collaboration with ESE school district liaison.
- Supervise and/or administer pre and post educational (At Risk, school district, and state), social, and vocational assessments for each student.
- Required time spent with instructional staff while they have direct supervision of their student groups to ensure compliance. This compliance includes but is not limited to:



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- Review of student logs to ensure correct minutes of instruction and lessons have been adequately documented.
- Co-teaching curriculum to provide training and feedback to instructional staff.
- Teaching of curriculum to assist in training instructional staff.
- Observation of curriculum delivery by instructional staff to provide feedback for professional growth.
- Ensuring appropriate curriculum is being delivered specific to needs of individuals and groups based on agreed upon goals.
- Meeting with each student to gather information for creation of individual educational transition plan.
- Minimum time to ensure compliance to the above in wilderness expedition setting is 36 consecutive hours.
- Minimum time to ensure compliance to the above in residential setting is 5 hours per week.
- Develop and maintain classroom/instructor resource library and educational materials for use by instructional staff for use with student groups, as well as, staff professional development.
- Maintain accurate and current database of detailed student information as required by At Risk, local county school district, Florida Department of Education (FDOE) and Florida Department of Juvenile Justice (DJJ).
- Serve as local liaison with county school officials, public schools, and FDOE. This includes but is not limited to the following:
 - Request for transcripts from home school.
 - Student enrollment in local school district.
 - Student withdrawal including grades and final educational summary back to home school.
 - Liaison with ESE school district liaison, as appropriate.
 - Liaison with Title I school district liaison, as appropriate.
- Train instructional staff in approved curriculum, general teaching techniques, use of team teaching, and documentation to meet



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FDOE education requirements.

- Evaluate instructional staff in use of curriculum, general teaching techniques, use of team teaching, and any instructional staff required educational documentation.
- Complete quarterly Full Time Equivalent (FTE) reports within FDOE and local county school district requirements.
- Complete all required Title I reports within FDOE and local county school district requirements.
- Work with Program Director (PD), Associate Program Director (APD), Course Director (CD), Associate Director Southern Programs (ADSP), other Education Coordinators (EC's), Education Instructors (EI's if applicable) and instructional staff for continual curriculum development and delivery.
- Serve as an integral part of the program treatment team providing input for student performance goals on a weekly basis, monthly performance evaluations, and student transitional needs. Works closely with CD and instructional staff in creation of student needs assessment, performance plans, individual/group and course goals, and final summary transition plans.
- Facilitate ongoing educational briefs and debriefs with instructional staff to develop and revise course goals specific to education of both the total group and each individual student.
- Implementation and monitoring of education related sections of DOE Quality Assurance (QA) Standards. Providing to ADSP revisions to standards as needed.
- On site implementation of approved contract with local county school district.
- Draft and maintain educational budget with approval from PD and ADSP.
- Coordinates requests for all educational records for each student both receiving to program and sending back from program:
 - In DJJ Commitment Packet.
 - In student school district cumulative folder.
- Ensure all student files are in compliance with local county



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school district and FDOE auditing requirements.

- Coordinates on site school visits. Attending a minimum of two school visits (currently FINS/Scottsmoor). Primarily responsible for on site school visits (currently FINS/Key Largo).
- Maintains ongoing open communication with other departments concerning such items as changes, schedule needs, curriculum needs, school information, and revised individual/group/course goals.

Secondary Responsibilities

- May fulfill on-call responsibilities on a rotating basis for program contingent on completion of appropriate training and orientation.
- Required to attend all Florida Programs education meetings.
- Attend all Florida Programs staff trainings as approved by PD and or ADSP.
- In conjunction with ADSP and other EC's, creation of long term and short term goals specific to educational programming for Florida Programs.
- In conjunction with ADSP, PD and school district liaison creation of school improvement plan.
- Assist with outside educational contracts as needed.
- Inservice presentations, information packets, and technical assistance with local school districts as needed.
- Support program specific projects as needed.
- Assist in conjunction with ADSP, preparation of grants specific to educational needs.
- Approved to have access to and administer student medications.
- Other responsibilities as assigned.

Knowledge and Skills

- Knowledge and experience in alternative or experiential based educational methods/settings including expeditionary learning or equivalent, curriculum development, use of initiatives and challenge courses.
- Knowledgeable and familiarity with ESE preferred.
- Ability and willingness to participate in educational activities within all program components including base, urban



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expeditions, wilderness expeditions, and community service.

- Additional certification in CPR, First Aid and At Risk Staff Swim Test.
- Completion of all applicable DJJ training requirements.
- Completion of all applicable DOE training requirements including Teacher Induction Program (TIP), college courses, CLAST Test, Subject Area Exam and Teachers Exam.
- Previous experience in computers preferred.
- Excellent time management skills.
- Motivated learner and team player.
- Solid communication skills both written and verbal.
- Completion of New Staff Orientation or Residential Orientation required.
- Ability to work flexible hours including evenings and weekends as needed.

Physical Requirements

- Ability to participate in moderate physical activity including but not limited to: running, canoeing, ropes course, and backpacking.
- Ability to lift and move a minimum of 30 pounds.

Education and Work Experience

- Bachelor degree and 2-3 years experience in the outdoor education/experiential learning field or any similar combination of education and experience.
- Current FDOE teacher certification, or ability to be certifiable in the State of Florida required.
- Preferred prior experience working with or teaching at risk adolescents.
- Previous experience in training staff in curriculum development and/or delivery preferred.