



Nature Collective

CONNECT. EXPERIENCE. PROTECT.

EDUCATION DIRECTOR Job Description

Classification: Salary/Exempt

Reports to: Executive Director

Salary: \$68,000 - \$78,000 based on experience

Position Summary

The Education Director is responsible for developing curriculums and creating short and long-term strategic planning, program evaluation, supervising a team of educators, maintaining and expanding partnerships with school districts, and securing funds through grants.

Responsibilities

- Ensure all programs are engaging and designed based on learning styles.
- Maintain and establish relationships with teachers, school administrators and school district personnel at partner school districts.
- Ensure programs are meeting district curriculum standards and are being implemented as designed using a range of evaluative techniques.
- Ensure compliance with the State of California educational trends, resources, networks, and funding opportunities by staying abreast of updates and continuous research.
- Collaborate effectively with the Associate Director to successfully communicate, advertise, and promote educational programs.
- Continually strive to increase the program's participation within diverse populations.
- Collaborate and communicate effectively with educators regarding program policies, expectations, and outcomes.
- Travel to regional and national conferences on occasions.
- Ability to design, lead and facilitate teacher trainings.
- Other duties as assigned.

Qualifications

- Master's degree in Education, Science (with teaching experience), or closely related field or equivalent experience
- Proficient in California K-12 Next Generation Science Standards and California Common Core State Standards
- Experience working for a nonprofit organization and working with school districts.
- Proficient in Microsoft Office suite.
- Ability to work with adults and children of diverse backgrounds.
- Excellent verbal and written communication skills
- Experience with grant writing and securing funds.
- Understanding of inquiry-based phenomena-driven instruction
- Must be able to sign and comply with our Child Protection Policy and agree to a Live Scan.
- Must be able to demonstrate the skill to secure federal, state, and local funding.

Preferred Qualifications

- Bilingual/Fluent in Spanish

Physical Requirements:

- Prolonged periods sitting at a desk and working on a computer.
- Overnight and same day travel.
- Must be able to move up to 25 pounds at times.
- Must be able to hike up to 3 miles on moderately difficult trails in outdoor environments with uneven terrain,
- Ability to navigate to and around all areas of a school campus





Submit this application, a cover letter, and resume to admin@thenaturecollective.org.
Subject: Education Director. Applications will be accepted through June 29, 2021. Calls for interviews will occur the week of July 5, 2021. Interviews will be scheduled the week of July 12, 2021. No phone calls please.

Nature Collective

Employment Application

Applicant Information

Full Name: _____ Date: _____
Last First M.I.

Address: _____
Street Address Apartment/Unit #

City State ZIP Code

Phone: _____ Email: _____

Date Available: _____ Social Security No.: _____ Desired Salary: \$ _____

Position Applied for: _____

Are you a citizen of the United States? YES ☐ NO ☐ If no, are you authorized to work in the U.S.? YES ☐ NO ☐

Have you ever worked for this company? YES ☐ NO ☐ If yes, when? _____

Have you ever been convicted of a felony? YES ☐ NO ☐

If yes, explain: _____

Education

High School: _____ Address: _____

From: _____ To: _____ Did you graduate? YES ☐ NO ☐ Diploma: _____

College: _____ Address: _____

From: _____ To: _____ Did you graduate? YES ☐ NO ☐ Degree: _____

Other: _____ Address: _____

From: _____ To: _____ Did you graduate? YES ☐ NO ☐ Degree: _____

References

Please list three professional references.

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Previous Employment

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO
☐ ☐

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO
☐ ☐

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO
 ☐ ☐

Disclaimer and Signature

I certify that my answers are true and complete to the best of my knowledge.

If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

Signature: _____ Date: _____