

Outdoor Education Program and Operations Manager

Published Date: Jul 3, 2025

Location: US

Company: Los Angeles Unified School District

SALARY DETAILS

\$117,975.00 - \$146,535.00 Yearly

APPLICATION FILING DATES

July 03, 2025 – July 20, 2025

INFORMATION ABOUT LAUSD

We are LAUSD. We are at the forefront of innovation in public education, focused on a clear and inspiring vision of the future for all of our students as they venture forward on their journey as lifelong learners. Here, you will have the opportunity to exercise your potential in a role supporting the business of education. Our work directly contributes toward the goal of ensuring that our students graduate ready for the world – ready to thrive in college, career and life. LAUSD is the second largest school district in the nation with an enrollment of nearly 575,000 students. We serve an area totaling 710 square miles, with over 1,190 schools and educational centers, and we employ over 74,000 individuals, making us one of the largest employers in our city.

LAUSD EMPLOYEES: Please be advised that all LAUSD employees must sign in to the GlobalProtect Virtual Private Network (VPN) in order to submit an application from an external network outside of an LAUSD location. For assistance with installing the GlobalProtect virtual network, please contact Information Technology Services at (213) 443-1300 or (213) 241-5200 or via their page (<https://www.lausd.org/helpdesk>).

DESIRABLE QUALIFICATIONS

The ideal candidate for the Outdoor Education Program and Operations Manager position is a dedicated leader with a strong background in outdoor and environmental education, educational program operations, emergency preparedness, and student safety.

The ideal candidate brings extensive experience in managing logistics for large-scale programs and outdoor education camps, developing safety and compliance protocols, and building strong partnerships with schools, families, and community agencies.

MINIMUM REQUIREMENTS

EDUCATION: Graduation from a recognized college or university with a bachelor's degree.

- Additional qualifying experience may be substituted on a year-for-year basis provided that the requirement of a high school diploma or equivalent is met.

EXPERIENCE: Three years of experience supervising outdoor and environmental education programs, to include monitoring and implementing outdoor education program requirements, analyzing data, and developing reports. Experience with maintenance and operation requirements is preferred, including, but not limited to, requirements related to environmental health and safety compliance, emergency preparedness and response, and permits.

SPECIAL: A valid driver's license to legally operate a motor vehicle in the State of California and use of a motor vehicle.

SPECIAL NOTES:

- - A First-Aid Certificate issued by the American Heart Association or American Red Cross must be obtained within 60 days after appointment and must be kept valid during the term of employment.
 - A CPR Certificate issued by the American Heart Association or American Red Cross must be obtained within 60 days after appointment and must be kept valid during the term of employment.
 - This position requires the employee to be on call and respond to operational concerns, emergencies, weather events, and provide direct support at an outdoor education center or a Day of Discovery partner site as needed.

JOB DUTIES/RESPONSIBILITIES

An Outdoor Education Program and Operations Manager is responsible for managing the operations, safety, and security of the outdoor education centers and the Day of Discovery programs.

TYPICAL DUTIES

- - Serves as the primary point of contact for issues related to the health, safety, and welfare of students and facilities at outdoor education centers and Day of Discovery programs.
 - Coordinates the "first response" to crisis situations by developing and evaluating site emergency response plans, conducting emergency drills, assessing response protocols at outdoor education centers, completing Situation Reports to update leadership, and collaborating with various District departments during emergencies.
 - Conducts site inspections at outdoor education facilities to ensure compliance with health and safety standards, including emergency procedures, asbestos and pest management, campus safety, facilities maintenance, and injury and illness prevention protocols.
 - Renews required permits (e.g., swimming pool, well water, animals) and ensure compliance with State Water Board requirements (e.g., water testing, bacteriological tests, water system fees) within established timelines.
 - Responds to requests for information and inquiries regarding program data, schedules, staffing, and other information as requested.
 - Reviews and approves all K-12 school-initiated hiking and camping trips to non-district sponsored locations.
 - Creates and regularly updates program-related materials, including District policies, annual budgets, budget justification plans, onboarding protocols, staff handbooks, safety manuals, brochures, and website content.
 - Develops and maintains data tracking systems to monitor program effectiveness, including student participation rates, incident reports, staff vacancies, and program implementation.

NOTE: This is not an exhaustive list of the responsibilities of this position. For a comprehensive list of duties performed in these classifications, please visit: <https://bit.ly/40zhF6J>

BENEFITS

Insurance: Paid premiums for your choice of several medical, dental, vision, and life insurance plans.

Retirement: Membership in the California Public Employee Retirement System (CalPERS).

Vacation: Full-time employees earn up to two weeks of paid vacation to start. Three weeks after five years of year-round paid service.

Paid Holidays: Up to 13 days.

EMPLOYMENT SELECTION PROCESS

The selection process for Outdoor Education Program and Operations Manager *may* consist of a training and experience evaluation, followed by a structured Interview.

TESTING PROCESS

- You will be invited to take these assessments online and testing will be conducted remotely. All applicants will be required to submit a Candidate Confidentiality Form prior to testing. Failure to submit this form before the given deadline will result in the withdrawal of your application from the selection process.
- Your test scores from these assessments will be banked and used for final calculation.
- You must receive PASSING SCORES on all assessments to remain in the selection process.
- Candidates who receive a failing score on any assessment will NOT be eligible to move forward in the selection process.
- The technical interview may be worth 100% of a candidate's overall score and will be used to rank order candidates on the resulting eligibility list. The writing project and presentation will be evaluated in conjunction with your interview.

- If you are successful on all the assessments and meet the minimum education, experience, and special requirements, you will be added to the eligibility list, provided you submit your Bachelor's degree or proof of High School completion/equivalency when requested during the recruitment process.

Please be sure to include correspondence from @lausd.net and @successfactors.com as approved senders so that messages aren't accidentally placed into your spam/junk e-mail folder. For more information about the LAUSD employment assessment process, visit the 'My LAUSD Career' section of our website at <http://www.lausdjobs.org>.

If you have questions regarding the employment selection process, please contact Megan Cheng at megan.cheng@lausd.net.

DEPARTMENT OR SCHOOL SITE

The position will be based at the LAUSD Beaudry (DTLA) site, however the position requires travel to outdoor education centers and the Day of Discovery programs, as needed.

APPLICATION PROCESS

To apply, click the "Apply" button at the top right corner of this page and log into the application management system; then, (1) click on each of the dropdown tabs and complete the requested information; and (2) submit your application by clicking on the "Apply" button at the bottom of the page to complete the application process, or click "Save" to save your application to complete at a later date.

DO YOU NEED TECHNICAL ASSISTANCE WITH THE ON-LINE APPLICATION?

Email us at helpmeapply@lausd.net

To find out whether the application deadline has been extended, visit the website at: <http://www.lausdjobs.org>.

The Los Angeles Unified School District intends that all qualified persons shall have equal opportunities for employment and promotion. Reasonable accommodations in completing an application and testing are available to individuals with disabilities. Please call (213) 241-3455 for more information.

ADDITIONAL POSTING INFORMATION

Selection and promotion are based on a competitive employment assessment process. Candidates who pass all parts of the assessment process are placed on a hiring (eligibility) list based on their assessment score. Hiring departments may make job offers to candidates on the top three ranks of the hiring list. Eligibility typically lasts for 12 months. The hiring list resulting from this assessment process may be used to fill open positions in related job classifications. The Los Angeles Unified School District is committed to providing a working and learning environment free from discrimination, harassment, intimidation, abusive conduct, or bullying. The District prohibits discrimination, harassment, intimidation, abusive conduct or bullying based on actual or perceived race or ethnicity, gender/sex (including gender identity, gender expression, pregnancy, childbirth, breastfeeding/lactation status and related medical conditions), sexual orientation, religion, color, national origin (including language use restrictions and possession of a driver's license issued under Vehicle Code), ancestry, immigration status, physical or mental disability (including clinical depression and bipolar disorder, HIV/AIDS, hepatitis, epilepsy, seizure disorder, diabetes, multiple sclerosis, and heart disease), medical condition (cancer related and genetic characteristics), military and veteran status, marital status, registered domestic partner status, age (40 and above), genetic information, political belief or affiliation (unless union related), a person's association with a person or group with one or more of these actual or perceived characteristics, or any other basis protected by federal, state or local law, ordinance, or regulation in any program or activity it conducts or to which it provides significant assistance. For inquiries or complaints contact our Equal Opportunity Section, (213) 241-7685.

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