

San Diego County Office of Education
Personnel Commission

CLASS TITLE: Lead Outdoor Education Program Specialist (Grade 43)

DEFINITION:

Assists in implementing learning and recreational activities in an Outdoor Education school, as well as providing technical direction and assistance to Outdoor Education Program Specialists.

SUPERVISION RECEIVED AND EXERCISED:

Administrative direction provided by an Outdoor Education school principal and/or teacher.

REPRESENTATIVE DUTIES:

This position description is intended to describe the general nature and level of work being performed by the employee assigned to the position. This description is not an exhaustive list of all duties, responsibilities, knowledge, skills, abilities, and working conditions associated with the position. Incumbents may be required to perform any combination of these duties. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

ESSENTIAL FUNCTIONS:

Provides training and direction to the work of Outdoor Education Program Specialists and Outdoor Education support staff.

Provides information to teachers, students, other instructional support staff and the public regarding program objectives and concepts.

Performs outreach to school districts and other prospective client organizations to promote the Outdoor Education program and services.

Assists in maintaining garden and outdoor areas, trails, and living areas to ensure site is kept clean and orderly.

Organizes and conducts learning activities such as nature hikes, conservation projects, and craft activities, using established curriculum guides and materials related to a variety of subjects such as biology, ecology, astronomy and conservation.

Leads learning activities with large and small student groups emphasizing established character development principles.

Leads students in activities such as games and quizzes to assess their grasp of materials presented.

Leads recreational activities such as songleading, art, music, campfires, storytelling, and games.

Lead village meetings and provide backup to the duties of the Outdoor Education Head Teachers.

Enforces established rules and standards and applies approved disciplinary and safety standards to maintain student discipline and safety.

Supervises students in outdoor school living activities such as showers, cabin or work area cleanup, meals and during rest periods.

Maintains equipment and learning areas within the site.

Administers emergency first aid as needed.

Attends and participates in meetings, trainings and other staff in-service activities.

Supervises students during instructional, recreational, meal time activities and during cabin hours as needed.

Assists in maintaining garden and outdoor areas, trails and living areas; assists in ensuring site is kept clean and orderly.

Operates audio-visual equipment, two-way radio, microphone, telescope, microscope and other related equipment.

NON-ESSENTIAL FUNCTIONS:

Performs other duties as assigned.

CREDENTIAL/LICENSE/CERTIFICATION:

Possession of a American Red Cross CPR and First Aid/AED certificate is required within 30 days of appointment

EDUCATION AND EXPERIENCE:

Experience: Completion of college-level course work in the natural sciences, recreation, education or other related topics, and experience working in a residential outdoor education or recreation program with school-age children, **and two years work experience as an Outdoor Education Program Specialist with SDCOE.**

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Current natural science and environmental education concepts.

Effective child guidance practices and principles;

Age appropriate recreational activities involving sports, games, arts, singing and crafts;

First aid procedures for minor injuries;

Proper English usage, grammar vocabulary, spelling, punctuation and sentence structure;

ABILITY TO:

Implement lessons and materials for science and environmental education activities.

Understand and carry out oral and written instructions in an independent manner.

Understand and effectively relate to student needs in an outdoor education environment.

Communicate effectively with students in small and large group settings and with adults.

Analyze situations accurately and adopt an effective course of action.

Effectively supervise groups of student groups in a variety of situations.

Model communication and interactions that respect and include all individuals and their languages, abilities, religions, and cultures.

Participate as part of a team.

Operate standard office and classroom equipment.

Working Conditions and Physical Demands

Lead Outdoor Education Program Specialists may be asked to work alternative work schedules and in different Outdoor Education villages, as needed.

Outdoor environment in which incumbents are regularly required to stand, walk on uneven terrain, sit, talk and hear to exchange information; use hands to handle objects or controls; reach with hands and arms at or above shoulder level; bend stoop push, pull, grasp, squat, kneel, twist, climb and balance to access materials and equipment; have strength, endurance and dexterity to participate in strenuous physical activities such as extended mountain hikes; lift and carry objects weight up to 25 pounds; withstand a wide variety of outdoor elements including bees, allergens, and adverse weather conditions,

Outdoor schools are located in the remote mountain areas of San Diego County. Must be available to work varying assignments in the 24-hour residential school schedule, including overnight assignments.

Established	Approved by Personnel Commission	Revised	FLSA Status	Salary Grade
7/2016	July 20, 2016		Non-Exempt	43