

San Diego County Office of Education  
Personnel Commission

**OUTDOOR EDUCATION OUTREACH LEADER**

Definition: Under general supervision, acts as a liaison between the SDCOE Outdoor Education Program, county, city, school and water district personnel to ensure that the outreach services of the Outdoor Education Program are fully utilized; assists in coordinating the activities of outreach staff; provides technical leadership and direction; and trains staff. This position serves as a backup to Science Outreach Program Specialists including, provides learning activities and presentations to school children (Grades K-12) in a wide range of science topics; sets up school site visits, presentations and field trips, and maintains instructional materials and equipment.

Typical Tasks: ***Essential Functions:***

- Contacts representatives from agencies such as, county, city and water districts, to solicit support for the Outdoor Education Science Outreach Programs;
- monitors and completes all contracts the Outdoor Education Outreach Program has with outside agencies;
- contacts school and school district personnel as well as other viable clients to promote the services available through the Outdoor Education Program;
- compiles and distributes information packets and answers inquiries regarding Program services;
- Coordinates the operation of the Outdoor Education Outreach Program by providing technical leadership, training and assistance to staff;
- Organizes work assignments and sets work priorities;
- interviews, selects and trains limited-term staff to deliver outreach instruction;
- manages and oversees program changes;
- develops staff procedures to assure that outreach staff time cards and other SDCOE forms are filled out properly;
- assists fund-raising efforts by gathering information for potential grants and other funding proposals;
- books and confirms program events and manages outreach yearly calendar.

This position also serves as a Science Outreach Program Specialist when necessary which includes: using established curriculum guides and materials, provides group learning activities and presentations to school children (Grades K-12) on a wide variety of science topics such as computer technology, water quality, the weather, conservation, natural history, agriculture and biology, ecology and geology;

- prepares and leads students in activities such as games and quizzes to assess their grasp of materials presented;
- supervises students during activities;
- contacts school site and other agency representatives to set up visits and determine topics to be presented;
- develops, distributes, and compiles results of written evaluations of student learning and student satisfaction;

contacts teachers and parent volunteers to be present during site visitations;  
cleans and maintains all instructional equipment, and orders specialized equipment and replacing/repairing all teaching stations;  
organizes and sets up staff development activities related to the outreach programs;  
acts as a liaison with local business and public agencies who sponsor participating schools;

**Non-essential Functions:**

Performs related duties as assigned.

**Minimum Qualifications:**

Knowledge of: the organization and operations of the Outdoor Education Program; the educational needs and interests of students in a wide variety of science areas (e.g., biology, ecology, geology, natural history and agriculture).

Ability to: present a variety of learning activities to individual students, small groups, and assembly groups; be innovative, imaginative and creative in presenting materials to children; communicate effectively and establish rapport with children and adults; accept direction from school site administrators, teachers and other staff members; establish and maintain effective working relationships with others.

**Working Conditions and Physical Abilities:**

Indoor office, school or mobile classroom setting. Driving a vehicle to conduct work. May be required to drive the Splash Science Mobile Lab and/or pull a trailer.

Must be able to hear and speak to exchange information; see to perform assigned duties; sit or stand for extended periods of time; possess dexterity of hands and fingers to operate equipment and perform assigned duties; kneel, bend at the waist, and reach overhead, above the shoulders and horizontally, to retrieve and store files and supplies; lift computers and science lab equipment and materials weighing up to 50 pounds.

**Experience and Education:**

Education, training or experience which demonstrates possession of the knowledge and abilities detailed above. An example of qualifying preparation would include completion of college-level course work in science, education or other related topics, and/or experience working in a similar education program. Possession of both education and experience qualifications is highly desirable.

**Licenses:**

A valid California Class "C" Driver License is required at the time of appointment.

**Other Requirements:**

In order to meet the requirements of AB346(s), persons in this classification are required to obtain both a California Department of Justice and an FBI clearance prior to starting employment.

Note: These are 10-month positions.

Established: 01/05

Revised: 10/09, 10/10

Approved by the Personnel Commission: October 20, 2010