

**SAN DIEGO COUNTY OFFICE OF EDUCATION
Personnel Commission**

CLASS TITLE: **Outdoor Education Program Assistant (Grade 44)**

DEFINITION: Under general supervision, performs a variety of office, data entry, report preparation, student and outdoor education program support for the Outdoor Education program staff.

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 clerical and technology support for all Outdoor Education functions;

Using established curriculum guides and materials, assists in providing 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.

Fills in and/or assists Outdoor Education Specialists in camp activities as needed, such as nature hikes, craft activities, rock climbing, archery, geocaching, supervision in cabins and the pool, and facilitation of evening programs.

In collaboration with school district personnel, ensures visiting school provides all students advance records of parental permission and health records including diets and allergies;

Prepares rosters and assigns campers to villages on a weekly basis;

Cleans and maintains all instructional equipment.

Prepares, maintains and tracks administrative records and reports such as bus driver logs, personnel/payroll, supplies and inventory, program budget information and child nutrition information; monthly state park attendance, and vehicle inspection forms.

Prepares and tracks activity authorizations and purchase requisitions;

Orients regular, substitute, intern and visiting staff;

Processes student camperships/scholarships;

Provides support for compiling the master schedule and coordinating the participation of schools;

Provides information regarding the school program to staff, school districts, students, parents, and the public and make appropriate referrals;

Coordinates visits to schools to promote the Outdoor Education Program;

Sorts, screens, prioritizes, and routes incoming mail and telephone calls; answers routine correspondence.

Provides periodic instruction and supervision to large and small groups of students.

NON-ESSENTIAL FUNCTIONS:

Performs related duties as assigned

CREDENTIALS, CERTIFICATES, LICENSES OR OTHER REQUIREMENTS:

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

Persons in this classification are required to obtain both a California Department of Justice and an FBI clearance prior to starting employment. Current First Aid and CPR certification are required at the time of appointment.

EDUCATION AND EXPERIENCE:

Any combination of education and experience equivalent to two-years of experience in an office support role involving the use of all office technologies to maintain records and prepare reports, and experience working with large and small groups of students in outdoor settings. Coursework in geology, biology, botany or environmental science preferred.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Modern office methods and procedures.

Effective recordkeeping systems and procedures.

Computer operations including Intermediate Microsoft Word, Excel, PowerPoint, Outlook, and desktop publishing and graphics/photo applications.

English grammar, spelling, and punctuation.

Statistical and clerical recordkeeping.

Basic health care and first aid principles and techniques.

Effective communication strategies to work with pre-teens.

Facilitation skills for working with large and small groups.

Experiential education in outdoor settings.

Techniques in trail hiking and outdoor education activities.

Flora and fauna in local environment.

ABILITY TO:

Work outside in a variety of conditions for extended periods

Physically respond to emergency situations in an outdoor setting including administering first aid, CPR and EpiPens

Perform arithmetic computations

Operate standard office equipment including computers and related software

Establish and maintain effective working relationships with staff and those contacted in the course of performing assigned duties including schools, districts, state agencies, vendors, and clients

Interpret, apply, and explain policies and procedures of department

Follow oral and written instructions

Communicate effectively orally and in writing

Produce and prepare accurate reports

Work effectively independently and as part of a team with minimum supervision
 Organize and prioritize work
 Exercise appropriate judgment in making decisions
 Maintain confidentiality of information
 Demonstrate attendance sufficient to complete the duties of the position as required
 Complete routine tasks thoroughly, accurately and with attention to detail
 To problem solve and work independently, meet timelines with accuracy and speed

WORKING CONDITIONS & PHYSICAL ABILITIES:

Indoor office and outdoor camp settings.

Must be able to hear and speak to exchange information; see to perform assigned duties; sit and/or stand for extended periods of time; possess dexterity of hands and fingers to operate a computer and other office equipment; kneel, bend at the waist, and reach overhead, above the shoulders and horizontally, to retrieve and store files, supplies, materials, and equipment; use cleaning materials; lift and move moderately heavy objects; withstand a wide variety of outdoor elements including bees, allergens, and adverse weather conditions; lead outdoor activities on uneven surfaces.

Established	Approved by the Personnel Commission	Revised	FLSA Status	Salary Range
07/2013	July 17, 2013	01/2017	Non- Exempt	Classified Support Grade 44