

JOB DESCRIPTION
San Diego County Office of Education

OUTDOOR EDUCATION PROGRAM ASSISTANT

Purpose Statement:

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

Diversity Statement

Because each person is born with inherent worth and dignity, and because equitable access and opportunity are essential to a just, educated society, SDCOE employee commitments include being respectful of differences and diverse perspectives, and being accountable for one's actions and the resulting impact.

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.

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 or inquiry-based science activities as needed, such as nature hikes, craft activities, rock climbing, archery, geocaching, water quality experiments, soil examination, microorganism investigation, 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, staff schedule, program receipts and evaluations, 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.
- Participates in the orientation and training of limited term employees.
- Prepares, reviews, and routes new and renewal contracts for approval; tracks required permits and insurance.
- Reviews, revises, verifies, and proofreads a variety of documents; updates department website information as assigned.
- Books and confirms science outreach programs and manages outreach yearly calendar.

Other Functions:

- Perform other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications:

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:

Promote a human-centered culture that elevates the strengths of others creating a sense of belongingness;

Practice cultural competency while working collaboratively with diverse groups and individuals;

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 Environment:

ENVIRONMENT:

Indoor office and outdoor camp settings. May be designated in an alternate work setting using computer-based equipment to perform duties.

PHYSICAL ABILITIES:

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 computer and other office equipment; kneel, bend at the waist, and reach overhead, above the shoulders and horizontally, to retrieve and store files; 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. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

Education and Experience

Experience: 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; and

Education: College coursework in geology, biology, botany or environmental science preferred; or

Equivalency: A 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. College coursework in geology, biology, botany or environmental science preferred.

Required Testing

N/A

Certificates, Licenses, Credentials

Valid California Driver’s License

Valid First Aid and CPR certification

Continuing Educ./Training

N/A

Clearances

Criminal Justice Fingerprint/Background Clearance

Physical Exam including drug screen

Tuberculosis Clearance

FLSA Status: Non-Exempt

Salary Grade Classified Support, Grade 044

Personnel Commission Approved: July 17, 2013

Revised: 01/17, 07/23