

Job Description
MOORE PUBLIC SCHOOLS

Job Title: Outdoor Education Teacher/Coordinator of Science Fairs and Invent America Programs

Qualifications:

Credentials: State Certificate to teach in specific position. Drivers license with acceptable driving record.

Education: Bachelor's degree in science-related field.

Training or Experience Required: At least two years of teaching experience in science-related field.

Special Skills, Knowledge, Abilities:

Must have knowledge in outdoor education and science fairs and Invent America programs.

Communication Skills (oral, written, or business): Basic communication skills to exchange information, give/receive simple instructions and respond to inquiries. Includes filling out forms, instructions, and writing/printing legibly. Knowledge of grammatical structure, vocabulary for preparing correspondence from rough draft or proofing of completed material. Communicates in clear, grammatically correct English.

Site: Various

Reports To: Director of Curriculum

Job Goal (Purpose of Position): Performs skilled/professional- level tasks under limited supervision to oversee the outdoor education program, science fairs, and Invent America programs in the elementary schools; Provides students with the proper teaching techniques/environment for learning. Establishes lesson plans, grades, and accomplishes curriculum objectives to enhance each student's self esteem and increase personal growth. In addition, may meet with parents and other staff to enhance learner outcomes. An incumbent in this position will utilize discretion, ingenuity and independent judgment due to the variety of challenges of the job. Since there may be several ways to solve a problem, an incumbent is free to choose the solution.

Contact with Others: An incumbent in this position has regular contact by telephone or in-person with the public to determine actual information needed. Job requires interpreting and translating facts and information, explaining situations and issues to persons and advising them of alternative courses of action.

Other Performance Measures:

Knowledge of subject matter; Cares for and effectively assists students with special concerns; Establishes guidelines/syllabus with effective instructional/teaching objectives; Encourages effective learning with proper teaching techniques; Ensures students are acquiring skills and knowledge to apply principles, theories and other learning; Properly monitors student progress (grading, feedback, etc.) and provides environment to encourage independent thinking challenges for more motivated students; Maintains proper classroom/media center discipline.

Contributes to effectiveness/quality of district programs, including extracurricular programs; Keeps accurate records, reports, etc. pursuant to district policy; Actively supports and looks for ways to improve the quality of customer service as provided by the district; Cooperates with other district personnel to improve the quality of education; When serving on committees, maintains an attitude of constructive/supportive behavioral feedback and input to improve the quality of service; Continues to be involved in personal growth and development.

Essential Job Functions (PERFORMANCE RESPONSIBILITIES):

1. Plans, in cooperation with classroom teachers and Building Principals, and carries out short term experiences with classes in the out-of-doors.
2. Develops a sequential program of outdoor learning experiences, and devises methods and techniques for carrying out such a program.
3. Plans and conducts conferences, workshops, and field experiences to assist teachers in the use of outdoor resources.
4. Plans and carries out, in cooperation with classroom teachers and Building Principals, Science Fairs and Invent America Programs.
5. Assists in the evaluation of existing programs and recommends program changes.
6. Interprets the outdoor education program and its curriculum to parents and the community.
7. Performs other duties as assigned by the Director of Elementary Education.

Supervision exercised: None.

Outdoor Education Teacher (etc) (3 of 3)

Physical/Mental Requirements and Working Conditions:

Other than those physical/mental requirements included within the essential functions: Must be able to communicate on the telephone. Must be able to get around the various sites. Must be able to handle/lift buckets of specimens, demonstrate programs in all kinds of weather, temperature; and drive a van/vehicle.

TERMS OF EMPLOYMENT: In compliance with Negotiated Contract and/or State Law. Salary to be established by the Board.

EVALUATION: Performance of this job will be evaluated in accordance with Board policy.

Approved 03-08-93