



**SJCOE**  
EDUCATE · INNOVATE · INSPIRE

## Job Description

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**POSITION TITLE:** Outdoor Education Project Leader I (Temporary) #4012  
Educational Services (CERTIFICATED)

**SALARY PLACEMENT:** Short Term Employee Hourly Salary Schedule  
Range 3, Step P at \$37.50 per Hour

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**MINIMUM QUALIFICATIONS – EDUCATION, TRAINING, AND EXPERIENCE:**

Possess a Bachelor's Degree. Possess a valid California Teaching Credential and have classroom teaching experience.

**DESIRABLE QUALIFICATIONS – EDUCATION, TRAINING, AND EXPERIENCE:**

Experience with Outdoor Education.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

Possess outstanding communication skills, both verbal and written. Ability to operate a computer and knowledge of assigned software. Knowledge of program evaluation and data collection. Ability to be flexible based on program needs. Ability to follow policies and procedures. Possess a valid California driver's license and proof of liability insurance coverage in the minimum amount required by SJCOE policy; insurable by the SJCOE carrier. Must furnish own transportation as required to fulfill job duties.

**SUMMARY OF POSITION:**

Under supervision of the Director of STEM Programs, the Project Leader will organize and present/write curriculum for Outdoor Education related professional development to teachers and other support staff as needed related to STEM opportunities. The Project Leader will collaborate with team members to assist or complete any reports needed.

**ESSENTIAL FUNCTIONS:**

Essential functions may include, but are not limited to the following:

1. Work effectively with school site administration and/or staff.
2. Maintain confidentiality on issues concerning program and staff.
3. Maintain current information related to environmental literacy, outdoor education and the interface between NGSS, Environmental Principles and Concepts and Outdoor Education.
4. Design and deploy effective professional development working with other regional providers, county office collaborators or California Department of Education employees.
5. Communicate effectively both orally and in writing.
6. Analyze situations accurately and adopt an effective course of action.
7. Establish and maintain cooperative and effective working relationships with others.
8. Work independently with little direction.
9. Meet schedules and time lines.
10. Assist in preparing final reports.
11. All other duties as assigned.

**PHYSICAL REQUIREMENTS:**

Employees in this position must have the ability to:

12. Sit and stand for extended periods of time.
13. Enter data into a computer terminal/typewriter, operate standard office equipment, and use a telephone.
14. Hear and understand speech at normal levels and on the telephone.

15. See and read the computer screen and printed matter with or without vision aids.
16. Speak so that others may understand at normal levels to small or large groups, and on the telephone.
17. Stand, walk, and bend over, reach overhead, grasp, push, pull and move, lift and/or carry up to 25 pounds to waist height.

**WORK ENVIRONMENT:**

Employees in this position will be required to work indoors and/or outdoors in an educational and standard office and outdoor education environment. Employees may come in direct contact with students, parents, SJCOE and school district staff, outside agency staff, and the public.

8/9/2018 kyd

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