

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

CLASS TITLE: LEAD OUTDOOR EDUCATION SPECIALIST, Grade 43

DEFINITION:

Assists in implementing learning and recreational activities in an Outdoor Education school, as well as providing technical direction and assistance to Outdoor Education Specialists.

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. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

ESSENTIAL FUNCTIONS:

Provides training and direction to the work of Outdoor Education Specialists and Outdoor Education support staff.

Provides information to teachers, students, other instructional support staff, and the public regarding program objectives and concepts.

Performs outreach to school districts and other prospective client organizations to promote the Outdoor Education program and services.

Assists in maintaining garden and outdoor areas, trails, and living areas to ensure site is kept clean and orderly.

Organizes and conducts learning activities such as nature hikes, conservation projects, and craft activities, using established curriculum guides and materials related to a variety of subjects such as biology, ecology, astronomy, and conservation.

Leads learning activities with large and small student groups emphasizing established character development principles.

Leads students in activities such as games and quizzes to assess their grasp of materials presented.

Leads recreational activities such as songleading, art, music, campfires, storytelling, and games.

Leads village meetings and provides backup to the duties of the Outdoor Education Head Teachers.

Enforces established rules and standards and applies approved disciplinary and safety standards to maintain student discipline and safety.

Supervises students in outdoor school living activities such as showers, cabin or work area cleanup, meals, and during rest periods.

Maintains equipment and learning areas within the site.

Administers emergency first aid as needed.

Attends and participates in meetings, trainings, and other staff in-service activities.

Supervises students during instructional, recreational, meal time activities, and during cabin hours as needed.

Operates audio-visual equipment, two-way radio, microphone, telescope, microscope, and other related equipment.

NON-ESSENTIAL FUNCTIONS:

Performs other duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Current natural science and environmental education concepts

Effective child guidance practices and principles

Age appropriate recreational activities involving sports, games, arts, singing and crafts

First aid procedures for minor injuries

Proper English usage, grammar vocabulary, spelling, punctuation and sentence structure

ABILITY TO:

Implement lessons and materials for science and environmental education activities

Understand and carry out oral and written instructions in an independent manner

Understand and effectively relate to student needs in an outdoor education environment

Communicate effectively with students in small and large group settings and with adults

Analyze situations accurately and adopt an effective course of action

Effectively supervise groups of student groups in a variety of situations

Model communication and interactions that respect and include all individuals and their languages, abilities, religions, and cultures

Participate as part of a team

Operate standard office and classroom equipment

EDUCATION AND EXPERIENCE:

A combination of education, training, and experience equivalent to completion of college-level coursework in the natural sciences, recreation, education, or other related topics, and two (2) years of work experience as an Outdoor Education Specialist with SDCOE. Possession of an American Red Cross CPR and First Aid/AED certificate is required within 30 days of appointment.

Working Conditions and Physical Demands

Lead Outdoor Education Specialists may be asked to work alternative work schedules and in different Outdoor Education villages, as needed.

Outdoor environment in which incumbents are regularly required to stand, walk on uneven terrain, sit, talk, and hear to exchange information; use hands to handle objects or controls; reach with hands and arms at or above shoulder level; bend, stoop, push, pull, grasp, squat, kneel, twist, climb, and balance to access materials and equipment; have strength, endurance, and dexterity to participate in strenuous physical activities such as extended mountain hikes; lift and carry objects weighing up to 25 pounds; withstand a wide variety of outdoor elements including bees, allergens, and adverse weather

conditions.

Outdoor schools are located in the remote mountain areas of San Diego County. Must be available to work varying assignments in the 24-hour residential school schedule, including overnight assignments.

Established	Approved by Personnel Commission	Revised	FLSA Status	Salary Grade
7/2016	July 20, 2016	9/18	Non-Exempt	Classified Suport Grade 043