Job Description

Marin County Office of Education

Naturalist Supervisor - Walker Creek Ranch

Diversity, Equity, Inclusion, and Belonging (DEIB) Vision Statement:
At Marin County Office of Education, we commit to being inclusive, anti-racist, and culturally proficient.

Purpose Statement

The job of Naturalist Supervisor - Walker Creek Ranch is done for the purpose/s of providing supervision and participation in the implementation of the Outdoor Educational Program; providing leadership responsibilities for a variety of nature-based student activities; training and providing work direction and guidance to assigned staff, interns, and volunteers; and organizing and managing health and safety needs for volunteer cabin leaders, interns, students, chaperones, and staff.

This Job reports to Assigned Supervisor

Essential Functions

- Administers first aid and CPR according to established procedures as needed for the purpose of ensuring proper and timely resolution of student health issues and assisting in coordinating response to emergency situations.
- Assists in the development, implementation, and evaluation of program, individual, and group educational goals and objectives (e.g. scheduling, training, summer camp activities, night management duties, etc.) for the purpose of ensuring activities comply with established policies and procedures.
- Collaborates with colleagues in the planning and delivery of professional development activities and training for intern, volunteers, and staff (e.g. discipline techniques, outdoor lessons and activities, field trips, nature walks, etc.) for the purpose of complying with site requirements and state curriculum, meeting mandated regulations, developing skills needed to work in Outdoor Education program, and supporting teaching techniques and practices.
- Communicates with staff, interns, volunteers, students, parents, and outside agencies for the purpose of exchanging information, resolving issues, responding to concerns, and complying with policies and procedures.
- Designs and coordinates, meetings, staff development, and training activities for the Outdoor Program for the purpose of implementing professional development activities for staff, interns and volunteers, addressing training needs, and promoting on-going professional learning.
- Develops and disseminates a variety of program announcements (e.g. activities, schedules, timelines, etc.) for the purpose of providing an up-to-date reference and/or conveying information in compliance with established guidelines.
- Implements and utilizes a variety of instructional techniques (e.g. individualized and small group instruction, tutoring, modifying lessons, etc.) for the purpose of reinforcing learning concepts and classroom instruction.
- Intervenes in occurrences of inappropriate student behavior in accordance with approved policies and procedures for the purpose of assisting students in modifying behaviors and developing successful interpersonal skills.

- Monitors and schedules daily program and staffing (e.g. classes, practices, assignments, etc.) for the purpose of providing oversight and direction of the program, reporting progress regarding student performance, and ensuring proper staffing.

- Participates in, facilitates, or presents at a variety of regional and state conferences, meetings, and workshops for the purpose of gathering, conveying, and/or sharing information and representing MCOE.

- Participates in the design, implementation, preparation, and development of lessons according to the established instructional programs (e.g. creates concepts, monologues, props, skits, songs, music, etc.) for the purpose of ensuring activities and instruction comply with established curriculum requirements and ensuring department/program outcomes are achieved.

- Prepares site for daily operations and performs end-of-year closing activities (e.g. setting up furniture and interns' housing, organizing supplies and educational materials, etc.) for the purpose of ensuring facilities are operational and hazard free at the beginning of the school year and in good condition at the end of the school year.

- Provides work direction and guidance to designated interns, volunteers, staff, chaperones, and cabin leaders (e.g. assigns duties, reviews work for compliance, provides input concerning evaluations as required, etc.) for the purpose of ensuring the success of the Outdoor Educational Program.

- Supervises assigned staff (e.g. recruitment, interviewing, evaluating, mentoring, etc.) for the purpose of maintaining adequate staffing, enhancing productivity of personnel and achieving department objectives within budget.

- Visits schools and classrooms to promote the outdoor education program for the purpose of promoting the program and recruiting students.

Other Functions

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

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including using a variety of software applications; planning and managing projects; preparing and maintaining accurate records; training and supervising staff; analyzing data; conducting interviews; conducting meetings; planning agendas/meetings; and, practicing cultural competency while working collaboratively with diverse groups and individuals.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and solve practical problems. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: research based practices promoting student accelerated learning; personnel processes; program planning and development; leadership skills; grammar, spelling and punctuation; community resources; agriculture, natural history and ecology; and pertinent laws, codes, policies, and/or regulations.

ABILITY is required to schedule activities, meetings, and/or events; gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a wide diversity of individuals; work with a variety of data; and utilize a variety of job-related equipment. Specific ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups and individuals; resolving conflicts; meeting deadlines and schedules; setting priorities; working as part of a team; working with detailed information/data; working with frequent interruptions; providing direction and leadership; and setting priorities.

Responsibility

Responsibilities include: working under limited supervision using standardized practices and/or methods; directing other persons within a department, large work unit, and/or across several small work units; directing the use of budgeted funds within a work unit. Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to impact the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling, frequent climbing and balancing, frequent stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 40% sitting, 40% walking, 20% standing. The job is performed under some temperature extremes and under conditions with some exposure to risk of injury and/or illness.

Experience: Job related experience with increasing levels of responsibility is required in an outdoor education school setting, for a minimum of 2 years, including responsibility for providing instructional support and leadership for environmental education.

Education: Bachelors degree in job-related area with an emphasis in environmental education.

Equivalency: Any combination of education, training and/or experience which demonstrates the ability to perform the duties as described. Experience with increasing levels of responsibility can be substituted for education year for year.

Required Testing

Pre-Employment Proficiency Test

Certificates and Licenses

Valid Driver's License & Evidence of Insurability

Continuing Educ. / Training

Mandated Reporter Training Certificate
CPR/First Aid Certificate
Emergency Medical Technician (EMT) / Wilderness First Responder (WFR), desired

Clearances

Measles Vaccination
Pre-Employment Fingerprinting
Tuberculosis (TB) Clearance

FLSA Status

Exempt

Approval Date

Salary Grade

Revised Date