

NATURALIST

DEFINITION

Under general supervision, provides nature-based instructional activities to students enrolled in the Outdoor Educational program; leads student activities, provides mentorship to student cabin leaders, and ensures safety of students; performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from assigned supervisory or management personnel. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

This journey-level classification is responsible for independently performing technical duties in support of Outdoor Education. Positions at this level exercise judgment and initiative in their assigned tasks, receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Provides supervision, field trips, and a variety of nature-based instructional activities to students enrolled in the Residential Outdoor Education program; assists in the development and implementation of age-appropriate activities involving science and nature-immersion; assists with the reinforcement of classroom instruction related to life science, ecology, and natural history.
- Assists in the implementation of the Residential Outdoor Education instructional program; schedules, monitors, and leads students in field trips, games, recreational functions, nature walks, crafts, and various other learning activities; monitors, assesses, and adjusts activities in response to instructional goals, weather conditions, and the individual and group needs of students.
- Monitors and oversees student drills, practices, and assignments; assists students and staff in completing assignments and projects; explains various principles and information related to life science, ecology, and natural history; monitors and reports progress regarding student performance, skills, and behavior.
- Observes and controls student behavior in accordance with approved policies and procedures; resolves student discipline issues and refers major discipline problems to the appropriate administrator; facilitates conflict resolution between individuals and groups of students as needed.
- Provides individualized and small group instruction and tutoring to ensure learning activities adapt with the needs of individual students; assists students by answering questions, providing proper examples, emotional support, friendly attitude, and general guidance.
- Assists in the preparation and development of lesson plans according to established instructional

- standards; assists with the development of Program schedules.
- Provides input concerning the development, implementation, and evaluation of individual and group educational goals and objectives; implements and utilizes a variety of instructional techniques for working with students and reinforcing classroom instruction.
- Trains and provides work direction and guidance to designated interns and volunteers; assigns duties and reviews work for compliance with established guidelines and procedures; provides feedback concerning job performance.
- Leads groups during evening activities such as dances, night hikes, and campfire skits; oversees the preparation and serving of meals for Residential Outdoor Education participants; leads staff training weeks and explains instructional activities, Program goals, and objectives.
- Ensures the health and safety of students by following health and safety practices and procedures; maintains learning environment in a safe, orderly, and clean manner; administers first aid and CPR according to established procedures as needed.
- Communicates with personnel, faculty, interns, students, various outside agencies, and others to exchange information and resolve issues or concerns; prepares and disseminates a variety of announcements related to the Residential Outdoor Education program and related instructional activities, schedules, and timelines.
- Operates a variety of equipment including audio-visual devices, computers, and assigned software; drives a vehicle to conduct work.
- Participates in variety of other assigned activities such as gardening, assisting with special projects, and delivering school presentations.
- Maintains various records related to assigned activities.
- Observes and complies with all Office and mandated safety rules, regulations, and protocols.
- Performs related duties as required.

QUALIFICATIONS

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

- Equivalent to an associate degree from an accredited college with major coursework in life science, ecology, natural history, or a closely related field; and
- One (1) year of progressively responsible experience working with students in an outdoor, camp, or related setting.

Licenses and Certifications:

- This position may require employees to travel locally, and specifically, employees must be able get themselves to different locations during their workday. Employees will be responsible for ensuring that they can timely move between locations during their workday either via driving themselves with a valid driver's license or using other modes of transportation, including a ride hailing service, taking a taxi, carpooling, bicycling, etc.
- Possession of a valid first aid and CPR certificate issued by an authorized agency, to be maintained throughout employment.

Knowledge of:

Personnel Commission Approval: 10/16/2024
San Mateo County Office of Education

- Terminology, practices, and procedures related to life science, ecology, and natural history.
- Methods, practices, and techniques of improving student learning through structured lesson plans, teaching techniques, and instructional materials.
- Best practices for outdoor and/or classroom teaching, and instruction.
- Outdoor education programs, procedures, and appropriate student conduct.
- Safety principles and practices, including basic first aid.
- Diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds.
- Applicable federal, state, and local laws, codes, and regulations as well as industry standards and best practices pertinent to the assigned area of responsibility.
- Mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and Office staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Provide supervision, field trips, and a variety of nature-based instructional activities to students enrolled in the Residential Outdoor Education program.
- Assist in the implementation of the Residential Outdoor Education instructional program.
- Schedule, monitor and lead students in field trips, games, recreational functions, groups, nature walks, crafts, and various other learning activities.
- Assist with reinforcing classroom instruction related to life science, ecology, and natural history.
- Monitor, observe and report student behavior and progress according to approved policies and procedures.
- Assist in the preparation and development of lesson plans.
- Supervise and manage student behavior according to approved policies and procedures.
- Organize, maintain, and update student records and files.
- Handle medical emergencies and injuries in a calm and effective manner.
- Prepare clear and concise reports, correspondence, documentation, and other written materials.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Use tact, initiative, prudence, and judgment within general policy and procedural guidelines.
- Organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.

PHYSICAL DEMANDS

When assigned to an office environment, must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone; ability to stand and

walk between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information.

When assigned to outdoor education, must possess mobility to work in changing site conditions; possess the strength, stamina, and mobility to perform light physical work; to sit, stand, and walk on level, uneven, or slippery surfaces; to reach, twist, turn, kneel, and bend; and to operate a motor vehicle and visit various County sites; vision to inspect site conditions and work in progress. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards. Employees must possess the ability to lift, carry, push, and pull materials and objects averaging a weight of 40 pounds, or heavier weights, in all cases with the use of proper equipment and/or assistance from other staff.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees also work in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, and road hazards. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

WORKING CONDITIONS

Some positions may require working varied shifts and/or alternate schedules as needed.