

JOB DESCRIPTION
San Diego County Office of Education

OUTDOOR EDUCATION PROGRAM AND OPERATIONS LEAD

Purpose Statement:

Under administrative direction, the Outdoor Education Program and Operations Lead assists in coordinating, organizing, and supporting the program components and provides technical direction for the day-to-day and evening operations in outdoor education programs.

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.

Essential Functions:

- Assists with plans, organizes, coordinates and performs outdoor education program work while providing lead support in organizing the day-to-day operations and logistics of the outdoor education program that consists of students, classified instructors, cabin leaders, parents, and visiting clients, and other duties assigned by administration.
- Monitors and provides technical support for the day-to-day operations and logistics of the student villages under outdoor education administrative direction.
- Leads training and technical direction to the work of Outdoor Education staff.
- Leads learning activities with large and small student groups emphasizing established character development principles.
- Implements student behavior intervention strategies and progressive corrective action plan.
- Ensures compliance with established rules and standards, including safety standards and assists with student discipline and homesickness issues.
- Records objective student behavior incidents and maintains accurate student behavior documentation.
- Maintains confidentiality of student records and information.
- Prepares a variety of correspondence including student documentation reports and making calls to parents/guardians and schools administration regarding student behavior.
- Provides information to teachers, students, and other instructional support staff to reinforce program objectives and concepts.
- Attends, participates, and leads meetings, trainings, and other staff in-service activities.

- Operates audio-visual equipment, two-way radio, microphone, telescope, microscope, and other related equipment.
- Provides suggestions and input for professional development.
- Meets with visiting teachers throughout the week.
- Maintains equipment and learning areas within the site.
- Assists with the distribution of meals among students.
- Assists the Health Center as needed.
- Assists with calls to substitutes as needed.
- Makes recommendations to the outdoor education administration as appropriate.
- Assists with outreach to school districts and other prospective client organizations to promote the outdoor education program and services.

Night Shift Duties:

- Ensures and organizes logistics for the evening operations and responds to emergencies at night.
- Monitors, observes and ensures that Cabin Leaders and Night Health Technician perform and execute assigned duties.
- Handles student discipline and homesick situations under guidance of the principal.
- Communicate with visiting teachers as needed.
- Performs minor emergency maintenance duties related to: gas, water, electric shut off, etc.
- Understands and responds to fire alarm issues.
- Assists in providing work direction, on-the-job training, and guidance to other support staff.
- Assists with the distribution of meals among students.

Other Functions:

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.
- May be asked to work alternative day or night shift schedules, as needed.

Job Requirements: Minimum Qualifications:

Knowledge and Abilities

KNOWLEDGE:

Current natural science and environmental education concepts;
 Organization and operations of an Outdoor Education program;
 Effective written and oral communication;
 Effective child guidance practices and principles.

ABILITY:

Implement lessons and materials for science and environmental education activities;
 Work effectively independently and as part of a team with minimum supervision;

- Exercise appropriate judgement in making decisions;
- Work a varied schedule;
- Understand and carry out oral and written instructions;
- Operate standard office equipment including a computer and assigned software;
- Establish and maintain cooperative and effective working relationships with others;
- Meet schedules and timelines;
- 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 student groups in a variety of situations.

Working Environment:

ENVIRONMENT:

Outdoor, cabin, dining hall, and classroom settings. 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. May be designated in an alternate work setting using computer-based equipment to perform duties.

PHYSICAL ABILITIES:

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

Education and Experience:

Education: Completion of college-level coursework in the natural sciences, recreation, education, or closely related field; and

Experience: Two (2) years of experience in an outdoor education program with school-age children; or

Equivalency: A combination of education, training, and experience equivalent to completion of college-level coursework in the natural sciences, recreation, education, or closely related field and two (2) years of experience in an outdoor education program with school-age children.

Required Testing

N/A

Certificates, Licenses, Credentials

First aid, CPR, & AED certification required at the time of hire

Continuing Educ./Training

N/A

Clearances

Criminal Justice Fingerprint/Background Clearance

Physical Exam including drug screen

Tuberculosis Clearance

FLSA Status: Non-Exempt

Salary Grade: Classified Support, Grade 061

Personnel Commission Approved: Sept. 16, 2009

Revised: N/A