

SAN MATEO COUNTY OFFICE OF EDUCATION

CLASS TITLE: NATURALIST

BASIC FUNCTION:

Under the direction of the Manager, Outdoor Education, 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.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Provide supervision, field trips and a variety of nature-based instructional activities to students enrolled in the Residential Outdoor Education program; assist in the development and implementation of age-appropriate activities involving science and nature-immersion; assist with the reinforcement of classroom instruction related to life science, ecology and natural history.

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; monitor, assess and adjust activities in response to instructional goals, weather conditions and the individual and group needs of students.

Monitor and oversee student drills, practices and assignments; assist students and staff in completing assignments and projects; explain various principles and information related to life science, ecology and natural history; monitor and report progress regarding student performance, skills and behavior.

Observe and control student behavior in accordance with approved policies and procedures; resolve student discipline issues and refer major discipline problems to appropriate administrator; facilitate conflict resolution between individual and groups of students as needed.

Provide individualized and small group instruction and tutoring to assure learning activities adapt with the needs of individual students; assist students by answering questions, providing proper examples, emotional support, friendly attitude and general guidance.

Assist in the preparation and development of lesson plans according to established instructional standards; assist with the development of Program schedules.

Provide input concerning the development, implementation and evaluation of individual and group educational goals and objectives; implement and utilize a variety of instructional techniques for working with students and reinforcing classroom instruction.

Train and provide work direction and guidance to designated interns and volunteers; assign duties and

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review work for compliance with established guidelines and procedures; provide feedback concerning job performance.

Lead groups during evening activities such as dances, night hikes and campfire skits; oversee the preparation and serving of meals for Residential Outdoor Education participants; lead staff training weeks and explain instructional activities and Program goals and objectives.

Assure the health and safety of students by following health and safety practices and procedures; maintain learning environment in a safe, orderly and clean manner.

Prepare and disseminate a variety of announcements related to the Residential Outdoor Education program and related instructional activities, schedules and time lines.

Communicate with personnel, faculty, interns, students, various outside agencies and others to exchange information and resolve issues or concerns.

Operate a variety of equipment including audio-visual devices, computers and assigned software; drive a vehicle to conduct work.

Attend and participate in a variety of meetings as assigned.

Participate in variety of other assigned activities such as gardening, assisting with special projects and delivering school presentations.

Maintain various records related to assigned activities.

Serve as a representative for the California Regional Environmentalist Education Community Network as required.

Administer first aid and CPR according to established procedures as needed.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Student guidance principles and practices.

Safe practices in outdoor activities.

General terminology, principles, theories, practices and procedures related to life science, ecology and natural history.

Basic instructional methods and techniques.

Outdoor education procedures and appropriate student conduct.

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General educational programs, standards, requirements and procedures related to outdoor education.
Operation of standard office equipment including a computer and assigned software.
Oral and written communication skills.
Interpersonal skills using tact, patience and courtesy.
Correct English usage, grammar, spelling, punctuation and vocabulary.
Record-keeping techniques.
First aid and CPR procedures.

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.
Learn policies and objectives of assigned program and activities.
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.
Establish and maintain cooperative and effective working relationships with others.
Communicate effectively both orally and in writing.
Understand and follow oral and written instructions.
Operate standard office equipment including a computer and assigned software.
Observe health and safety regulations.
Maintain various records related to assigned activities.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: associate's degree with course work in life science, ecology, natural history or related field and one year experience working with students in an outdoor, camp or related setting.

LICENSES AND OTHER REQUIREMENTS:

Valid First Aid and CPR Certificate issued by an authorized agency.
Valid California driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

Outdoor work environment.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate standard office equipment.

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Standing for extended periods of time.

Bending at the waist, kneeling or crouching to assist students.

Seeing to read a variety of materials and monitor student activities.

Hearing and speaking to exchange information.

Walking on trails and during outdoor education instructional activities.