

SAN MATEO COUNTY OFFICE OF EDUCATION

CLASS TITLE: SENIOR NATURALIST

BASIC FUNCTION:

Under the direction of the Manager, Outdoor Education, oversee and participate in providing supervision, field trips and a variety of nature-based instructional activities to students enrolled in the Residential Outdoor Education program; participate in the implementation of the Residential Outdoor Education instructional program; train and provide work direction and guidance to assigned staff, interns and volunteers.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Oversee and participate in providing supervision, field trips and a variety of nature-based instructional activities to students enrolled in the Residential Outdoor Education program; develop and implement age-appropriate activities involving science and nature-immersion; participate in the reinforcement of classroom instruction related to life science, ecology and natural history.

Serve as the site director in the absence of the administrator; assist with the administration of the Residential Outdoor Education program; participate in the development of Program schedules; assist in the development, implementation and evaluation of Program, individual and group educational goals and objectives; assist in assuring activities comply with established policies and procedures.

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.

Train and provide work direction and guidance to designated personnel, interns and volunteers; oversee the Cabin Leader program; assign duties and review work for compliance with established guidelines and procedures; provide input concerning evaluations as requested.

Participate in the implementation of the Residential Outdoor Education instructional program; participate in the preparation and development of lesson plans according to established instructional standards; assist with assuring Residential Outdoor Education activities comply with established curriculum requirements.

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

Serve as a liaison and coordinate Residential Outdoor Education communications, learning activities, services and information between staff, administrators, interns, volunteers, students, parents and others; resolve related Program issues and conflicts in a proper and timely manner.

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Observe and control student behavior in accordance with approved policies and procedures; resolve student discipline issues and refer major discipline problems to appropriate administrator; oversee and 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.

Visit classrooms and schools to promote the Residential Outdoor Education program; arrange visitations and presentations; prepare and deliver oral presentations concerning Program goals, objectives, standards, requirements, field trips and instructional activities.

Provide technical support and assistance to County Office personnel, volunteers, interns, parents, students and others concerning Residential Outdoor Education activities; respond to inquiries and provide technical information concerning Program services, practices, policies and procedures.

Develop, implement and conduct training activities for Program interns, volunteers and personnel; explain instructional activities and Program goals and objectives; provide assistance during field trips and other instructional activities as needed.

Implement and utilize a variety of instructional techniques for working with students and reinforcing classroom instruction.

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, administrators, faculty, interns, students, school districts, various outside agencies and others to exchange information and resolve issues or concerns.

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

Administer first aid and CPR according to established procedures as needed; assure proper and timely resolution of student health issues; assist in coordinating response to emergency situations as directed.

Maintain various records related to assigned activities.

Attend and participate in a variety of meetings as assigned.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

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

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General curriculum standards, requirements, interpretation and application in outdoor education.
Student guidance principles and practices.

Safe practices in outdoor activities.

Instructional methods and techniques related to outdoor education.

Outdoor education procedures and appropriate student conduct.

Educational programs, standards, requirements and procedures related to outdoor education.

Operation of standard office equipment including a computer and assigned software.

Principles of training and providing work direction.

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Public speaking techniques.

First aid and CPR procedures.

ABILITY TO:

Oversee and participate in providing supervision, field trips and a variety of nature-based instructional activities to students enrolled in the Residential Outdoor Education program.

Participate in the implementation of the Residential Outdoor Education program.

Train and provide work direction and guidance to assigned staff, interns and volunteers.

Serve as the Site Director in the absence of the administrator.

Assist in the development, implementation and evaluation of Program, individual and group educational goals and objectives.

Develop, implement and conduct in-services and training activities.

Participate in the preparation and development of lesson plans.

Schedule, monitor and lead students in field trips, games, recreational functions, groups, nature walks, crafts and various other learning activities.

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: bachelor's degree in a natural science-related field and two years of 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.

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PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate standard office equipment.

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 field trips.

Approved by Personnel Commission:

January 18, 2006