

## **SANTA CRUZ COUNTY OFFICE OF EDUCATION**

### **SANTA CRUZ RESIDENTIAL OUTDOOR SCIENCE SCHOOL LEAD TEACHER**

#### **DEFINITION**

Under general direction, lead and assist in the daily implementation of residential outdoor science school; supervise on-site students and manage the daily work of on-site naturalists, health supervisor and visiting teachers. To recruit and organize high school student volunteers for service as cabin leaders at the residential outdoor science school; and to assist in developing and implementing on-going curricula, training goals, objectives, and activities for the appointed cabin leaders.

#### **EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES**

Develop, implement, expand and evaluate Santa Cruz Outdoor Science School's interdisciplinary and inquiry-based environmental education curriculum for use by both students and visiting teachers.

Provide a reliable leadership base for core teaching staff.

Contribute to and maintain an atmosphere for social growth and development and positive interaction.

Maintain a supportive and cooperative working relationship with staff, classroom teachers, site (Koinonia) staff and Cabin Leaders.

Recruit high school students as volunteers for the Residential Outdoor Science School program; target students who are potential leaders, and are responsible, careful, and hard-working.

Facilitate development of regional partnership with high schools within districts of attending Outdoor Science schools; develop close relationship with school officials (counselors, principals, teachers) who help place students as Cabin Leaders.

Coordinate the appropriate week for a given Cabin Leader to serve.

Coordinate between the Naturalist Trainers regarding the weekly pre-program Cabin Leader trainings; maintain close communication with Naturalist Trainers on the training day.

Identify and provide information and referrals for interested individual (teachers, students, parents)

Assess needs of recruiting pertaining to planning and scheduling; communicate with the Director as needed.

Convene and facilitate various orientations within partnership high school; make presentations to groups within schools.

Prepare and maintain accurate and complete records; send student evaluations and other appropriate material at assigned times.

Perform related duties and responsibilities as assigned.

## **JOB RELATED AND ESSENTIAL QUALIFICATIONS**

### **Knowledge of:**

Instructional strategies (such as direct instruction, inquiry, inductive teaching, and cooperative learning).

Concepts of ecological principles including the sciences of biology, geology and astronomy.

Techniques of conflict resolution.

Standards of risk management in an out door environment.

First aid and emergency response.

Principles and practices of recruiting high school age students as service volunteers.

Pertinent federal, state, and local laws, codes, and regulations.

Diverse community agencies and resources.

Techniques of conflict resolution.

Modern office practices, methods, and computer equipment.

Principles and practices used in dealing with the public.

Safe driving principles and practices.

### **Skill and Ability to:**

Establish clear and meaningful learning goals (including social, cognitive, metacognitive, and skill goals) for all students, and engage students in the achievement of those goals.

Interpret and apply pertinent federal, state, and local laws, codes, and regulations.

Analyze situations carefully and adopt effective courses of action.

To manage, train, develop and evaluate staff.

Operate modern office equipment including computer equipment.

Operate a motor vehicle safely.

Interact cooperatively and effectively with school officials, parents and students.

Gain cooperation through discussion and persuasion.

Deal constructively with conflict.

**Skill and Ability to (Continued):**

Collect, compile, and analyze information and data.

Exercise good judgment, flexibility, creativity, and sensitivity in response to changing situations and needs.

Communicate clearly and concisely, both orally and in writing.

Establish, maintain and foster positive and harmonious working relationships with those contacted in the course of work.

**EDUCATION AND EXPERIENCE:**

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

**Education:**

A Bachelor's degree in any applicable area of science, education and/or communications.

**Experience:**

Experience in a classroom, preferably teaching science-related curriculum.

Expertise in residential outdoor education practices; also, recruiting standards, training, teaching and experience working with teens.

**License or Certificate:**

A valid California teaching credential preferably with CLAD emphasis.

Current First Aid (min. Advanced First Aid; preferably a WFA or WFR) and current CPR.

**SPECIAL REQUIREMENTS**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions:*

Live on-site 2-3 evenings per week in order to provide 24-hour care to staff and students. Be on-call in the evenings.

Daily hiking with a day-pack on steep terrain (up to 5 miles). Sitting frequently, standing and walking short and long distances; occasional to frequent lifting and carrying of 20-50 lbs; bending; frequent and repetitive use of hands (keyboarding), vision, hearing, speech/language processes; ability to use computers and other technological equipment, telephone, computer.

Although attention is given to special eating requirements the program cannot meet all special dietary requirements.

Daily communication and accessibility via phone; occasional driving to school sites; occasional to frequent lifting and carrying of 20-50 lbs, vision, hearing, speech/language processes; ability to use computers and other technological equipment, telephone, computer, luggage cart and automobile.

**TYPICAL WORKING CONDITIONS**

**Environmental Exposures:**

Exposure to hot and cold temperatures and a variety of weather conditions consistent with working outside at 1000-foot elevation in heavily forested terrain.

Exposure to dust, pollen, and a variety of plant life including poison oak, and a variety of insects (including ticks and mosquitoes).

**Work Atmosphere Requirements:**

Workplace atmosphere is fast-paced with high pressure.

The employee may be exposed to a variety of conditions, which may include rain, hail, sleet, and high winds for days at a time.

Continuous contact with school staff, students, partners and the general public is required

Assigned work normally switches between Koinonia Conference Center and the Santa Cruz County Office of Education each week. Occasional travel is required to school, field and training sites in one's own vehicle. Continuous contact with school staff, students, partners and the general public is required.

**Approval Date:** June, 2004.