



**Orange County Department of Education
Human Resources Department
Classified Class Specification**

**Class Code: 4027
Date Adopted: July 1, 2018**

**FLSA Status: Nonexempt
Union Representation: Represented**

Senior Program Naturalist – Inside the Outdoors

GENERAL PURPOSE

Under direction, observes, monitors, and evaluates the work of Program Naturalists and field naturalists and provides continuing training on curriculum content, teaching methods and group management techniques; performs duties of a Program Naturalist on a backup basis; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

Senior Program Naturalist observes and evaluates field instructional activities performed by staff of the Inside the Outdoors field and schools program and provides on-going feedback and training to ensure that instructional content and activities fully meet state standards and that student experiences in the program are compelling and meet visiting schools' expectations. An incumbent participates in development of new curriculum and learning materials/activities and may substitute for Program Naturalists when needed.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

1. Performs field observations of the work of Program Naturalists and Field Naturalists and evaluates their teaching techniques, group management skills and instructional content; documents observations in written teaching observation forms; discusses feedback with employees and provides suggestions for developing and enhancing methods, techniques and skills.
2. Conducts formal and informal training on curriculum content, teaching methods and group management techniques; meets with staff to discuss ideas regarding curriculum and activity changes; evaluates sites and provides program management with site reports and recommendations for changes and enhancements.
3. Meets with OCDE and program staff to evaluate program activities and operations and review safety and emergency procedures; participates in the identification and resolution of program and/or operational problems and issues.
4. On a substitute basis, performs the duties of a Program Naturalist; provides orientations and coordinates with classroom teachers, bus drivers and adult volunteers for visiting school groups; explains activities, rules and procedures for arrival/departure and while on site; prepares daily summary reports, billing reports, student counts, and safety/accident reports as needed.

ESSENTIAL DUTIES AND RESPONSIBILITIES (cont.)

5. Supervises, instructs, and leads hands-on activities for students, teachers and volunteers in natural sciences applicable to the ecosystems of assigned sites, including biology, ecology, geology, and history; ensures instructional materials and content are consistent with state curriculum standards and program guidelines and standards; adjusts program activities in response to weather conditions, scheduling and group size problems, adult-student ratios, incomplete visiting school preparation and other unplanned events; arranges for the needs of students or others with limited mobility; works with teachers and volunteers to resolve student behavior problems; takes appropriate action in the event of a medical emergency or injury.
6. Continuously monitors students to ensure their safety, utilizing group management techniques; coordinates activities and use of facilities with park rangers; interacts with the public to resolve any potential conflicts in site/facilities use.

OTHER DUTIES

1. Assists in the planning and coordination of special events, such as teacher workshops.
2. May drive OCDE vehicles to field locations and perform driver-level safety checks and maintenance of vehicles.
3. Attends a variety of meetings, training sessions, conferences, and workshops.
4. Performs CPR and first aid as required.

QUALIFICATIONS

Knowledge of:

1. Effective methods of child instruction, applicable to science education in an outdoor, hands-on environment.
2. Assigned specialized science subject matter areas, including applicable state and OCDE standards and regulations.
3. Methods, practices and techniques of improving student science knowledge through specialized lesson plans, teaching techniques, instructional materials and hands-on activities.
4. Group management techniques applicable to supervising and overseeing the activities of elementary school children in an outdoor environment.
5. Principles and practices of adult training in an educational environment.
6. Correct English usage, including spelling, grammar and punctuation.
7. Administrative practices and procedures, including record keeping and filing practices and procedures.
8. CPR and first aid.

Ability to:

1. Observe instructional activities and provide constructive feedback to staff on effective methods of conveying curriculum content in a manner appropriate to age groups of students.
2. Analyze situations and take or recommend appropriate action according to established program procedures and guidelines and in a timely manner.

Ability to: (cont.)

3. Operate a computer, other standard office equipment and specialized equipment, and materials.
4. Organize, set priorities, and exercise sound judgment within areas of responsibility.
5. Monitor and control student behavior in an outdoor setting.
6. Organize and maintain confidential student records and files.
7. Communicate clearly and effectively, both orally and in writing.
8. Prepare and maintain a variety of records, reports and files.
9. Deal with sensitive and difficult situations.
10. Establish and maintain effective working relationships with OCDE management, administrators, faculty and volunteers from visiting schools, staff, students, and others encountered in the course of work.
11. Must demonstrate attendance sufficient to complete the duties of the position as required.

Education, Training and Experience:

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from a four-year college or university with a major in a natural science; and at least three years of experience providing supplementary science education to school-age children in an organized educational environment, including at least one year of which involved providing instruction in an outdoors environment; or an equivalent combination of training and experience.

Licenses; Certificates; Special Requirements:

A valid California driver's license and the ability to maintain insurability under OCDE's vehicle insurance policy.

Obtain valid CPR and First Aid certifications.

PHYSICAL AND MENTAL DEMANDS

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

Physical Demands

While performing the duties of this position, an employee is regularly required to stand, walk and sit; talk or hear, both in person and by telephone; use hands to finger, handle or feel objects or controls; reach with hands and arms to at or above shoulder level; bend, stoop, push, pull, grasp, squat, kneel, twist, crawl, climb and balance to access materials or equipment, and lift and or move up to 50 pounds from ground, waist and chest level. When working in the field, an employee in this class is required to hike over varied terrain which may include gravel, dirt, rocks, mud, ice, and snow at high elevations. Employee will need to hike quickly up to two miles over uneven terrain in emergency situations. Some locations may have stairs and will not have elevators.

Physical Demands (cont.)

Specific vision abilities required by this job include close vision, distance vision, depth perception, color vision and the ability to adjust focus.

Must pass a pre-employment physical examination related to job duties/assignments and in accordance with relevant codes and regulations.

Mental Demands

While performing the duties of this class, the employee is regularly required to use written and oral communication skills; read and interpret information; analyze and solve instructional and group management problems; observe and interpret students, instructional situations and potential hazards and sources of injury; use math and mathematical reasoning; learn and apply new information or skills; perform detailed work under intensive deadlines with constant interruptions; and interact with OCDE management, administrators, faculty and volunteers from visiting schools, staff, students and others encountered in the course of work.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Employees typically work in an office and outdoor environment and the noise level can be loud. Employees are frequently exposed to outdoor weather conditions, extreme heat and cold, walk and climb on uneven terrain and may be exposed to wild animals.