

SANTA CLARA COUNTY OFFICE OF EDUCATION

POSITION TITLE: Substitute/Relief Environmental Education Program Assistant I

HOURLY RATE: \$18.79/hour

DUTIES AND RESPONSIBILITIES: The Substitute/Relief Environmental Education Program Assistant I position is a part-time, on-call, non-permanent position at our Walden West Center in Saratoga. This position assists in the instruction, supervision, and training of individual or groups of students involved in the Environmental Education Program and performs a variety of related duties in the maintenance of an effective learning environment for students. This position receives general supervision within a framework of standard policies and procedures. This position provides responsible instructional assistance to assigned teachers/students in implementing the educational and social objectives of assigned program(s) and requires a high degree of independent and positive contact with students and instructional staff.

REQUIRED JOB KNOWLEDGE AND SKILLS:

- Understanding of general needs and behavior of students
- Understanding of environmental/outdoor education curriculum and supporting activities
- Understanding of a positive style of individual and group management practices
- Understanding of effective child guidance practices and the ability to organize, supervise and instruct students in a variety of activities
- Ability to analyze situations accurately and adopt an effective course of action
- Ability to maintain flexibility, creativity, and sensitivity to changing situations and needs, and work cooperatively with others
- Ability to establish and maintain a professional rapport with the students
- Ability to use proper English, grammar, punctuation, vocabulary and spelling
- Ability to understand and independently follow verbal and written directions

ABILITY TO:

- Meet the physical requirements necessary to safely and effectively perform the required duties
- Administer first aid for minor injuries
- Establish and maintain cooperative and effective work relationships with those contacted in the performance of required duties

QUALIFICATIONS: Generally, the required knowledge and abilities will have been acquired through any combination of education and experience equivalent to four (4) years in the natural sciences, environmental sciences or a related field.

REQUIREMENTS: Current First Aid and CPR certification

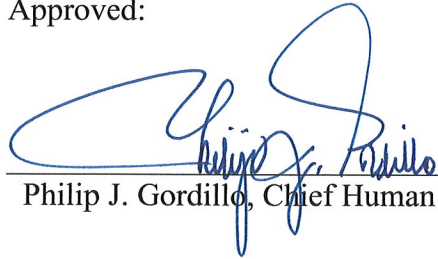
WORKING ENVIRONMENT: Outdoor environment.

PHYSICAL DEMANDS: Strength, endurance and dexterity to participate in strenuous physical activities, including hiking on mountain trails and clearing chaparral and cutting tree branches; walking for extended periods of time; hearing and speaking to exchange information; seeing to

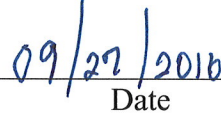
read and prepare documents; sitting or standing for extended periods of time; dexterity of hands and fingers to operate office and assemble outdoor equipment; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally; and pushing, lifting and/or carrying heaving objects weighing up to 25 pounds.

BARGAINING UNIT: Substitute Office Workers Unit

Approved:

A handwritten signature in blue ink, appearing to read "Philip J. Gordillo", is written over a horizontal line.

Philip J. Gordillo, Chief Human Resources Officer

A handwritten date "09/27/2016" in blue ink is written over a horizontal line.

Date