

SANTA CLARA COUNTY OFFICE OF EDUCATION

CLASS TITLE: ENVIRONMENTAL EDUCATION SPECIALIST

BASIC FUNCTION:

Prepares and implements lessons and materials for science and environmental education activities; performs a variety of related duties for an effective learning environment for students.

DISTINGUISHING CHARACTERISTICS

The Environmental Education Specialist provides responsible instructional assistance to assigned teachers/students in implementing the educational and social objectives of assigned program(s). Employees in this classification receive general supervision within a framework of standard policies and procedures. This classification requires a high degree of independent and positive contact with both students and teaching staff.

REPRESENTATIVE DUTIES:

The following duties are examples of assignments performed by incumbents in this classification. It is not a totally comprehensive list of duties, nor is it restrictive regarding job assignments.

ESSENTIAL DUTIES:

Prepares and implements lessons and materials for science and environmental education activities in conjunction with well-defined and structured objectives.

Coordinates and conducts the instruction of students in outdoor classrooms with a greater degree of independence than would be found in traditional classrooms.

Adjusts lesson plans to accommodate students with special needs and/or with limited English.

Provides training, support and guidance to cabin leaders; assists in training cabin leaders and in the supervision of living units.

Organizes and leads recreational activities such as, but not limited to art, music, campfires, hikes, storytelling, games, and slide shows.

Orchestrates and coordinates the activities for students and large and small student groups, which may require driving to a variety of locations.

Enforces established rules and standards, supporting students experiencing emotional illness and noting behavioral problems; applies approved disciplinary procedures, working with teachers and contacting parents when necessary.

Provides necessary first aid for student illnesses and/or injuries.

Attends and participates in meetings, trainings and other staff in-service activities, which may require driving to a variety of locations.

Monitors and evaluates student progress in assigned learning areas.

Supervises students during instructional, recreational and meal time activities.

Assists in maintaining garden and outdoor areas, trails and living area(s); ensures site is kept in a clean and orderly fashion; empties trash, picks up litter, and organizes furniture, including chairs.

Provides a variety of clerical support functions such as, but not limited to taking attendance, recording test scores, and filing, in support of program objectives.

Operates audio-visual equipment, two-way radio, microphone, stereo, telescope, microscope, and other related equipment.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Natural and environmental science.

Effective child guidance practices and principles.

Student recreational activities involving sports, games, arts, and crafts.

Pertinent academic areas and learning situations.

Effective record keeping methods and techniques.

Student safety and first aid for minor injuries.

Proper English usage, grammar, vocabulary, spelling, punctuation and sentence structure.

ABILITY TO:

Prepare and implement lessons and materials for science and environmental education activities in conjunction with well-defined and structured objectives including fifth and sixth grade science standards.

Understand and carry out both oral and written instructions in an independent manner.

Understand the needs of students in difficult circumstances and effectively relate to these needs in a learning and/or recreational situation.

Communicate effectively with students in small and large group settings.

Analyze situations accurately and adopt an effective course of action.

Effectively supervise large students groups in a variety of situations.

Adjust lesson plans to accommodate students with special needs and/or with limited English.

Operate standard office/classroom equipment which may include typewriter, copy machine, tape recorder, projector, two-way radio, stereo, telescope and microscope.

Maintain effectiveness in stressful situations.

Meet the physical requirements necessary to safely and effectively perform the required duties.

Establish and maintain cooperative and effective work relationships with those contacted in the performance of required duties.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: Education and experience equivalent to four years in the natural sciences, environmental sciences, or a related field.

LICENSES AND OTHER REQUIREMENTS:

A valid first aid certificate and a cardiopulmonary (CPR) certificate
A valid California Driver's License.
A driving record that meets the insurance requirements of the County Office of Education.

WORKING CONDITIONS:

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.
Pushing, lifting and/or carrying heavy objects weighing up to 25 pounds.

09/25/84; Approved by Personnel Commission: December 12, 1994; Revised: 01/18/85, 01/10/89;
Revised Commission Approval: March 1999, August 1999, February 14, 2008, May 10, 2017



Kristin Olson
Director-Classified Personnel Services

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