

SANTA CLARA COUNTY OFFICE OF EDUCATION

CLASS TITLE: OVERNIGHT PROGRAM SPECIALIST - ENVIRONMENTAL EDUCATION

BASIC FUNCTION:

Provides highly responsible administrative and operational support functions for the evening instructional program in Environmental Education; assists with student instruction, facilities management, and safety procedure development; trains cabin leaders, staff, and students. Employees in this classification receive limited supervision from the program administrator within a broad framework of policies and procedures and may direct the work of others in a lead capacity. The job class requires the ability to remain at the school site facility overnight, use a high degree of initiative, organizational skills, and independent judgment in the process of routine administrative details.

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:

Provides highly responsible administrative, and operational support functions for the evening and morning student activities of the Environmental Education Program and the school site facility.

Coordinates and organizes student activities, presentations, and flag ceremonies; develops, maintains, and/or disseminates awards, materials, forms, and rosters to instructional staff and cabin leaders; ensures the availability of equipment resources.

Oversees bed time preparation procedures; assists teachers in maintaining quiet cabins overnight.

Patrols the school site facility to ensure proper site usage and security through the night; resolves problems and reports malfunctions and problems to the program administrator.

Assists instructional staff in the supervision, and training of cabin leaders and students; may direct the work of others in a lead capacity as needed.

Acts as a resource to instructional staff, cabin leaders, students, and the public regarding program objectives and concepts; interprets, reaffirms, and/or reviews County Office of Education and program policies and procedures as needed.

Receives, records, and disseminates announcements, forms, and information between the school office, public and community agencies, parents, visitors, staff, teachers, and students; maintains the confidentiality of sensitive information and responds to inquiries as needed or assigned.

Confers with the program administrator regarding evening office operations, student activities, student and cabin leader performance, and program policies and procedures.

Reviews student medical records and disseminates medication as required; orders and maintains medical supplies; administers first aid as needed.

Establishes and maintains logs, records, and filing systems relating to evening student activities and facility usage; develops related reports as assigned.

Types, develops, and prepares a variety of reports and correspondence related to assigned activities and functions.

Operates a desktop computer, typewriter, duplicating equipment, fax machine, and other peripheral and standard office equipment in the course of assigned duties.

Utilizes a variety of accounting, word-processing, desk-top/graphics publishing, and other software application programs.

OTHER DUTIES:

Perform related duties as required.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Effective record-keeping and office principles, procedures, and practices.

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

Effective child guidance practices and principles and student recreational activities involving sports, games, arts, and crafts.

Principles of leadership, supervision, training, and facilities management.

Basic desktop operations and software applications programs.

First aid and CPR procedures.

Environmental/outdoor education curriculum and strategies, preferred.

ABILITY TO:

Follow and understand oral and written instructions without immediate supervision.

Reason logically and use independent judgment in routine and stressful situations.

Interpret and apply applicable state and federal laws, rules, regulations, procedures, and policies.

Read, write, and effectively communicate at a level sufficient to successfully perform required duties.

Develop student activities associated with an environmental/outdoor education program using a variety of established curricular techniques and methods.

Effectively supervise students in a variety of situations.

Develop, prepare, and maintain a variety of files, materials, records, and reports.

Effectively analyze and assess situations accurately and take appropriate action to resolve problems encountered.

Work without immediate supervision and direct/lead the work of others.

Work a non-traditional schedule and remain overnight at the environmental education program facility. Accurately estimate time, materials, staff, and other resources needed for assigned program activities. Utilize and become proficient with a variety of computer software applications programs. Maintain valid first aid and CPR certificates. Establish and maintain effective work relationships with those contacted in the performance of required duties. Work overnight shifts as part of the regular employment schedule for this position.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: Bachelor’s degree with a major in natural sciences, environmental sciences, or related field and two (2) years of experience administering educational/student program. Experience in facilities management is highly desirable.

LICENSES AND OTHER REQUIREMENTS:

A valid California Driver's License.
A driving record which meets the County Office of Education's insurance requirements.
A valid first aid and CPR certificate.

WORKING CONDITIONS:

ENVIRONMENT:

Outdoor environment.
Overnight work and 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 lifting and carrying heavy objects weighing up to 25 pounds.

Approved by the Personnel Commission: August 31, 1999; Revised: February 14, 2008; Revised Approval: February 8, 2017



Kristin Olson
Director-Classified Personnel Services

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