

SAN LUIS OBISPO COUNTY OFFICE OF EDUCATION

JOB TITLE: NATURALIST III

REPORTS TO: Assigned Supervisor
SUPERVISES: No supervisory responsibilities.

DEFINITION:

Assist the assigned supervisor in the coordination and daily operation of the Outdoor School program. Provide learning experiences to small and large groups of students in indoor and outdoor settings on site, trail hikes and field trips. Conduct educational life science activities. Supervise students in recreational and other program activities.

QUALIFICATIONS:

Required:

1. Bachelor's degree in environmental science, recreation or related field or equivalent coursework.
2. Three years' experience conducting learning experiences for school-age children in an outdoor setting, or two years' experience as a SLOCOE Naturalist I or II.
3. Valid California driver's license.
4. First Aid and CPR certification (provided by SLOCOE) must be obtained within 130 days of employment.
5. Federal Bureau of Investigation and the California Department of Justice fingerprint clearance as required by California Education Code.

Desired:

1. Experience working directly with people from diverse racial, ethnic, and socioeconomic backgrounds.
2. Ability to flex communication style to multiple cultural environments.
3. Excellent verbal communication skills and ability to present to diverse audiences, specifically racially, ethnically, and socioeconomically diverse communities.
4. Bilingual Spanish.

KNOWLEDGE AND ABILITY:

1. Knowledge of teaching techniques and strategies related to presenting concepts to students in an outdoor setting.
2. Knowledge of general natural science concepts as applied to an Outdoor School setting.
3. Knowledge of safe food handling procedures.
4. Ability to communicate effectively both verbally and in writing.
5. Ability to exercise sound judgment and decisions related to health, emergency, and safety procedures.
6. Ability to learn the proper use of general scientific equipment.
7. Ability to operate office equipment including a computer and software.
8. Ability to keep and maintain accurate records.
9. Ability to speak publicly.
10. Ability to maintain regular and reliable attendance.
11. Ability to work a varied schedule, including morning and evening shifts.
12. Ability to handle and display live animals.
13. Ability to feed animals according to their dietary needs, including smaller live animals to larger live animals.
14. Ability to work independently, prioritize and manage multiple tasks and effectively apply time management skills.
15. Ability to establish and maintain positive and effective working relationships with diverse populations.
16. Ability to understand and carry out assignments in a neat, orderly, accurate, and timely fashion following verbal or written instructions with minimal supervision.
17. Ability to exercise sound judgments and decisions and to evaluate the results of those judgments and decisions.

18. Ability to deal with problems or issues involving several variables in non-standardized situations.
19. Ability to manage students a variety of settings including indoor classrooms, outdoors, recreational areas, and dining hall.

ESSENTIAL FUNCTIONS:

1. Assist in the coordination and daily functions of the Outdoor School program. In the absence of the assigned supervisor, oversee staff, interns, volunteers, and substitutes. Monitor campus for maintenance needs.
2. Provide Life and Earth Science learning experiences to small and large groups of students in outdoor and indoor settings. These learning experiences include, but are not limited to, trail hikes, coastal explorations, campfire, ecology, biology, astronomy, team-building, and cultural history.
3. Direct and lead large group activities including meals and recreation, campfires, and hikes.
4. Assist the assigned supervisor in the development and evaluation of curriculum outlines, and lesson plans.
5. Develop and maintain displays, exhibits, and demonstrations, and other interpretative materials. Prepare, clean, stuff, glue, and otherwise preserve animal/biological specimens. Assist in the inventory of biological museum specimen collection, including furs, skins, skulls, and bones. Maintain inventory of instructional materials.
6. Operate and demonstrate proper usage of scientific equipment, including microscopes, binoculars, spotting scopes, and specimen collection devices.
7. Perform minor maintenance and repairs of various facilities and grounds including trimming poison oak, maintaining trails, and watering plants. Utilize lawn-care equipment such as a lawnmower and weed-whacker.
8. Provide daily general and minor medical care to live animals, including handling, feeding, administering medications, and grooming animals, and cleaning cages.
9. Administer basic first aid and CPR to program participants if needed.
10. Drive a vehicle to various locations on and off site to conduct work, including removal of brush or picking up supplies.
11. Attend staff meetings and training sessions to ensure current knowledge of topics such as scientific preservation and collection methods, cultural diversity, English Language Learners, and needs of special education students.
12. In the absence of the assigned supervisor, assume responsibility for the daily operation of the Outdoor School.
13. Create and maintain weekly and daily work schedule for staff members, interns, substitutes, and volunteers using a computer spreadsheet program.
14. Confer with teachers regarding expectations, issues, and concerns, and to formalize activity schedule before students arrive at camp. Monitor the health and safety of students, staff, and parents while at the camp. Provide trainings on safety procedures and policies at the Outdoor School.
15. Implement the cabin leader program and assist in the training of high school and adult cabin leaders. Perform orientations, provide required paperwork, and ensure understanding of health and safety requirements.
16. Conduct new-hire orientations and staff trainings in topics such as trail maintenance, pedagogy, and Outdoor School protocol and procedures.
17. Provide input regarding the evaluation of other staff members. Perform assessment observations on new hires and substitutes to ensure knowledge and ability to lead a group lesson.
18. Conduct orientation meetings with visiting classroom teachers, parents and students. Provide necessary paperwork, schedules, and cabin assignments. Outline behavioral expectations. Explain policies, procedures, and purpose of the Outdoor School educational experience.
19. Handle confidential information and materials with complete security.
20. Perform related duties as assigned within the scope and skill level of the classification.

ENVIRONMENT:

1. Indoor and outdoor environment.
2. Seasonal heat and cold, and adverse weather conditions.
3. Driving a vehicle to conduct work.
4. Frequent interruptions.

PHYSICAL DEMANDS:

1. Visual acuity to monitor students.
2. Hearing and speaking to exchange information and make presentations.
3. Hiking up and down hills and on uneven terrain.
4. Walking and standing for extended periods of time.
5. Physical agility to lift 30 pounds to shoulder height.
6. Lifting, carrying, pushing or pulling moderately heavy objects.

HAZARDS:

Exposure to poison oak, ticks, biting or stinging insects, snakes, plant pollen, and other plant and wildlife hazards.

Grade Allocation:	32
Adopted:	7/1/04
Revised:	2/25/09; 2/2019