

SANTA CLARA COUNTY OFFICE OF EDUCATION

POSITION: Substitute/Relief Overnight Program Specialist, Environmental Education

HOURLY RATE: \$27.62/hour

DUTIES AND RESPONSIBILITIES: To provide highly responsible administrative and operational support functions relating to overnight supervision at Walden West Outdoor School. 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.

ESSENTIAL/TYPICAL 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 and flag ceremonies; develops, maintains, and/or disseminates awards, materials, forms, and rosters to instructional staff and cabin leaders.

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

Patrols the school site facility to ensure proper site usage and security; 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

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

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

Performs related duties as required

EMPLOYMENT STANDARDS

Possession of:

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

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

Ability to:

Follow and understand oral and written instructions without immediate supervision

Reason logically and use independent judgment in routine and stressful situations

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

Effectively supervise students in a variety of situations

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

Maintain valid first aid and CPR certificates

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

EDUCATION, TRAINING AND EXPERIENCE.

Generally, the required knowledge and abilities will have been acquired through at least one year of related experience.

WORKING ENVIRONMENT: Outdoor environment.

PHYSICAL DEMANDS: Strength, endurance and dexterity to participate in strenuous physical activities, including hiking on mountain trails; 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.

BARGAINING UNIT: Substitute Workers Unit

Approved:

Philip J. Gordillo, Chief Human Resources Officer

Date