

**KERN COUNTY SUPERINTENDENT OF SCHOOLS
NEW DRAFT APPROVED SEPTEMBER 2013
RANGE: 43.0
CLASSIFIED
CODE: 5, 7**

**SEASONAL LEAD NATURALIST/BUS DRIVER – KEEP
(Kern Environmental Education Program)**

DEFINITION

Under general supervision of Program Supervisor, to lead and coordinate the educational functions of the environmental education school;

to lead and direct instructional personnel in following the instructional program (curriculum), and in maintaining a safe and secure facility;

to perform required clerical functions;

drive school bus or transportation equipment when required;

to do related work as directed.

This position is seasonal and as such works a limited schedule based on the needs of the program. The program year generally operates between October – May.

EXAMPLES OF DUTIES

Lead in the development and coordination of trail teaching done by Naturalists;

conduct trail walks for groups of students, develop and coordinate non-trail activities;

help develop resource material in subject areas related to overall program goals, maintain simple records, assist in the recruitment and selection of instructional personnel;

carry out and assist others in developing appropriate student behavior through positive reinforcement strategies and techniques;

direct and assist in the development of a variety of instructional materials and learning aids, including displays and exhibits;

perform routine first aid and request assistance for non-routine injury and illness;

lead in maintaining a clean, safe and secure facility;

serve as liaison with participating school district personnel;

drive a County owned vehicle or school bus in performance of duties;

accept responsibilities and supervise outdoor education program during evening hours and at other times in the absence of Program Supervisor.

MINIMUM QUALIFICATIONS:

Knowledge of:

Basic concepts of child growth and development and developmental behavior characteristics;

student behavior management strategies and techniques;
background in environmental education, strong in thematic/concept/activity based programs;
appropriate English usage, punctuation, spelling and grammar;
basic arithmetical concepts;
routine record management;
methods, procedures and techniques of modern supervision.

Ability to:

Demonstrate an understanding, patient, and receptive attitude toward students of varied age groups, including adults;

use sound and safe judgment in emergency situations;

use and instruct others in the use of a variety of learning materials and equipment;

communicate effectively in oral and written form;

walk/hike ten miles per day up and down narrow trails in hilly terrain;

apply first aid/CPR appropriately;

understand and carry out oral and written directions;

establish and maintain cooperative working relationships with children and adults;

carry a 25 pound backpack;

climb up and down narrow trails in hilly terrain;

conduct a clear vocal dialogue with students and staff and the ability to hear and understand normal speech from students and staff;

drive a school bus and other transportation equipment safely and efficiently;

lift 50 pounds and move heavy materials.

Experience:

Two (2) years of experience in environmental education as an interpreter, naturalist, trail guide, or equivalent;

Education:

Possess a Bachelor's degree.

Completion of a school bus driver training program.

Conditions of employment:

A preplacement medical assessment/health screening, at office expense, is a condition of appointment after all other required job conditions have been met.

Must obtain a clear certificate of Tuberculosis and file fingerprints with the Kern County Superintendent of Schools.

Possess or secure within one month of employment a certificate for first aid and CPR issued by the American Red Cross or equivalent.

Possession of a valid Class B Motor Vehicle Operator's License and appropriate School Bus Driver's Certificate.

Some positions may require proof of privately owned automobile insurance and possession of a valid California Motor Vehicle operator's license which must be maintained for the duration of the assignment.

Fingerprint clearance by both the Federal Bureau of Investigation and the California Department of Justice is a condition of appointment after all other required job conditions have been met.

Must present verification of completion of Child Abuse Mandated Reporter training or obtain verification within six (6) weeks of hire and annually thereafter, as required by the California Child Abuse and Neglect Reporting Act.

This position has a probationary period of six months or 130 days, whichever is longer.

CP: gs

5/25/16

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