



**Orange County Department of Education
Human Resources Department
Classified Management Class Specification**

Instructional Programs Assistant, Inside the Outdoors

**Class Code: 1328
Work Days: 225**

GENERAL PURPOSE

Provide assistance in the planning, organization, and implementation of the activities and operations of the Orange County Department of Education's Inside the Outdoors Programs.

SUPERVISION RECEIVED AND EXERCISED

1. Receives direction from higher level management staff
2. Exercises direct supervision over technical, and/or clerical staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES

This position description is intended to describe the general nature and level of work performed by an employee assigned to this position. This description is not an exhaustive list of all duties, responsibilities, knowledge, skills, abilities, and working conditions associated with this position. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

1. Recommend and assist in the implementation of goals, objectives, and strategic plan; establish schedules and methods for providing specialized services; implement policies and procedures.
 2. Assist in the planning, organization, and implementation of operational activities for Inside the Outdoors.
 3. Oversee support activities necessary to ensure the conduct of the field and school program including facilities, clerical assistance, instructional assistance, scheduling schools, and transportation coordination.
 4. Collaborate with program administration to create community and marketing programs and recommendations in immediate and long range planning and decision-making.
 5. Maintain records pertaining to programs and activities; compile reports and statistical information needed for evaluation and assessment of program effectiveness and make recommendations for program direction.
 6. Oversee the Inside the Outdoors website including on-line registration, billing, and content management.
 7. Oversee the care, handling, and acquisition of animals for the program, and secure required licenses.
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ESSENTIAL DUTIES AND RESPONSIBILITIES (cont.)

8. Select, train, supervise, and evaluate assigned personnel; work with employees to correct deficiencies.
9. Provide coaching to employees; collaborate on goal development, set clear expectations, provide constructive feedback, and check in regularly for understanding.
10. Plan, prioritize, assign, supervise, and review the work of staff responsible for providing ITO programs; prepare work schedules for appropriate staff.
11. Secure financial in-kind support from community organizations and businesses.
12. Coordinate the recruitment and selection of Inside the Outdoors staff.
13. Assist with the development of the budget and maintain accurate records; order instructional supplies and equipment, oversee leases and monthly rental agreements.
14. Develop curriculum, administrative manuals, and forms.
15. Assist in writing grant proposals as assigned.
16. May participate in the teaching of programs as required.
17. Demonstrate attendance sufficient to complete the duties of the position as required.
18. Perform related duties similar to the above in scope and impact as required.

QUALIFICATIONS (KNOWLEDGE, SKILL, ABILITY REQUIREMENTS)

Knowledge of:

1. Environmental education and community programs.
2. California curriculum frameworks.
3. Principles of effective supervision, leadership, training, coaching and performance evaluation.
4. Techniques and procedures for program evaluation and assessment.
5. Techniques necessary to teach the natural sciences.

Ability and Skill to:

1. Direct, plan, organize, and schedule a variety of activities.
2. Keep abreast of environmental education trends.
3. Develop reporting procedures to document, evaluate, and make recommendations regarding the effectiveness of the program.
4. Select, train, lead, coach, direct the work of, supervise, and evaluate technical and clerical employees; effectively delegate authority and responsibility.
5. Establish and maintain effective working relationships with various constituencies.

Ability and Skill to (cont.):

6. Interpret and explain laws, codes, contracts, policies, and procedures.
7. Develop and present training materials.
8. Prepare clear and concise correspondence, reports, and other written materials.
9. Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
10. Communicate clearly and concisely, both orally and in writing, in English; present information effectively in front of both large and small groups.

Education, Training and Experience:

A typical way of obtaining the knowledge, skills, and abilities outlined above is Bachelor's degree from an accredited college or university with major course work in education, public relations or marketing, and two years of prior experience working with an environment education program.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this job, employees are regularly required to bend, stoop, push, pull, grasp, squat, twist, kneel, walk, sit, and reach to access materials or equipment and complete other tasks as assigned; lift and carry up to 25 pounds; and lift from ground, waist, chest, shoulder, and above shoulder level. The position may include occasional need to traverse uneven surfaces.

Employees in this classification are to be able to travel countywide to a variety of sites within a reasonable time frame; read written and electronic materials; communicate clearly in person, on the phone, and via email; and operate all required equipment.

Mental Demands

While performing the duties of this class, employees are regularly required to use written and oral communication skills; read and interpret information; analyze and solve problems; use mathematical reasoning; make observations; learn and apply new information or skills; perform highly detailed work; work on multiple, concurrent tasks with frequent interruptions; work under intensive deadlines and meet productivity requirements; and interact successfully with various groups of people encountered in the course of work.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Employee typically works in an office environment that is moderately paced with moderate to high pressure.

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