

SANTA CLARA COUNTY OFFICE OF EDUCATION

CLASS TITLE: ENVIRONMENTAL EDUCATION SPECIALIST

BASIC FUNCTION:

Prepares and implements lessons and materials for science and environmental education activities; performs a variety of related duties for an effective learning environment for students.

DISTINGUISHING CHARACTERISTICS

The Environmental Education Specialist provides responsible instructional assistance to assigned teachers/students in implementing the educational and social objectives of assigned program(s). Employees in this classification receive general supervision within a framework of standard policies and procedures. This classification

Monitors and evaluates student progress in assigned learning areas.

Supervises students during instructional, recreational and meal time activities.

Assists in maintaining garden and outdoor areas, trails and living area(s); ensures site is kept in a clean and orderly fashion; empties trash, picks up litter, and organizes furniture, including chairs.

Provides a variety of clerical support functions such as, but not limited to taking attendance, recording test scores, and filing, in support of program objectives.

Operates audio-visual equipment, two-way radio, microphone, stereo, telescope, microscope, and other related equipment.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Natural and environmental science.

Effective child guidance practices and principles.

Student recreational activities involving sports, games, arts, and crafts.

Pertinent academic areas and learning situations.

Effective record keeping methods and techniques.

Student safety and first aid for minor injuries.

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

ABILITY TO:

Prepare and implement lessons and materials for science and environmental education activities in conjunction with well-defined and structured objectives including fifth and sixth grade science standards.

Understand and carry out both oral and written instructions in an independent manner.

Understand the needs of students in difficult circumstances and effectively relate to these needs in a learning and/or recreational situation.

Communicate effectively with students in small and large group settings.

Analyze situations accurately and adopt an effective course of action.

Effectively supervise large students groups in a variety of situations.

Adjust lesson plans to accomm

