

FRESNO COUNTY SUPERINTENDENT OF SCHOOLS

SHORT TERM CLASSIFIED

JCN: 9845
NON-EXEMPT

SCOUT ISLAND ACTIVITY INSTRUCTOR

BASIC FUNCTION:

Under the direction of an assigned supervisor, facilitate outdoor educational activities and experiences for students of varying ages on behalf of the Fresno County Superintendent of Schools ("FCSS"); create a safe and engaging learning environment with individual or small groups of students; enhance student learning while fostering a love for nature, teamwork, and personal growth.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

- Adapt activities to suit various age groups and abilities, ensuring all participants are included and engaged.
- Assist in setting up and breaking down activity sites.
- Assist students in the understanding of site rules and procedures by answering questions, providing proper examples, emotional support, friendly attitude, and general guidance.
- Collaborate with colleagues to develop and adapt outdoor education lesson plans and learning materials; engage a diverse group of students in hands-on learning experiences that promote environmental awareness and outdoor skills.
- Communicate effectively with students, teachers, parents, and colleagues to ensure a clear understanding of activity goals and expectations.
- Design and implement outdoor education programs that support academic achievement and social, emotional development for diverse groups of students.
- Ensure the safety and well-being of students and participants by implementing appropriate safety protocols, risk assessments, and emergency procedures, as needed.
- Foster a supportive learning environment that encourages curiosity, exploration, and personal development. Foster a positive and inclusive learning environment by promoting teamwork, cooperation, respect, and empathy among participants.
- Lead and manage groups of students in various outdoor settings, fostering a positive and inclusive atmosphere.
- Maintain learning environment in a safe, orderly, and clean manner; clean, set up, and set out instructional materials.
- Serve as a role model and mentor, encouraging personal growth, resilience, and stewardship.
- Observe and control behavior of students during outdoor activities according to approved procedures.
- Plan and lead outdoor educational activities, such as hiking, wildlife observation, and team-building exercises.
- Prepare and duplicate materials and other documents required for assigned program enrichment activity
- Provide first aid and emergency responses as needed.
- Provide standards-based enrichment activities for individual or small groups of students; reinforce instruction as directed by the supervisor; facilitate student activities.
- Set up work areas and displays; distribute and collect paper, supplies, and materials; confer with supervisor concerning lesson plans and materials to meet student needs; present instructional materials.
- Share knowledge and experiences with colleagues to improve program quality.

- Attend and participate in a variety of assigned meetings, committees, conferences, in-services and/or special events, as assigned.
- Comply with schedules, policies, regulations, procedures, orders, and directives of the County Superintendent.
- Exhibit professionally appropriate interpersonal skills including but not limited to tact, patience, flexibility and courtesy
- Maintain a safe work environment.
- Operate a variety of office equipment, including but not limited to a computer and assigned software applications, as assigned.
- Serve as a liaison between County Superintendent and administrators, personnel, outside organizations or the public concerning assigned area.
- Serve as a technical resource concerning assigned program, function or instructional area.
- Work collaboratively and maintain effective working relationships with assigned supervisor and team members to ensure the effective and efficient operation of the assigned program.

OTHER DUTIES:

- Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Basic instructional methods and techniques.
- Basic record-keeping techniques.
- Basic subjects taught in schools, including arithmetic, grammar, spelling, language and reading.
- Safe practices in classroom and outdoor activities.
- Interpersonal skills using tact, patience, flexibility, and courtesy.
- Proper English usage, grammar, spelling, punctuation and vocabulary in all forms of communication.
- State Education Code, local, state and federal laws, codes, regulations and requirements and county office organization, operations, policies and objectives as related to assigned activities and/or instructional area.
- Theoretical and technical aspects of field of specialty.

ABILITY TO:

- Assist in the preparation of materials.
- Comply with County Office policies and procedures.
- Encourage responsible behavior and respect for nature among participants.
- Establish and maintain cooperative and effective working relationships with others contacted in the course of work. Inspire a lifelong appreciation for nature and the outdoors.
- Maintain consistent, reasonably regular, punctual attendance consistent with the Americans with Disability Act (ADA), Family Medical Leave Act (FMLA) and other federal, state and local standards.
- Monitor, observe and report student behavior and progress according to approved policies and procedures.
- Observe health and safety regulations.
- Perform clerical duties related to classroom activities.
- Provide enrichment activities, reinforcing instruction to individual or small groups of students in a classroom or other learning environment.

- Understand and follow oral and written directions.
- Use professionally appropriate interpersonal skills including but not limited to tact, patience, flexibility and courtesy.
- Analyze and evaluate situations accurately and adopt an effective course of action.
- Communicate effectively both orally and in writing.
- Interpret, apply, and explain rules, regulations, policies and procedures.
- Maintain consistent, reasonably regular, punctual attendance consistent with federal, state and local standards.
- Safely and successfully perform essential job functions consistent with federal, state and local standards, including meeting qualitative and/or quantitative productivity standards.
- Work confidentially and with discretion.
- Work independently with minimal direction.

EDUCATION:

- High School Diploma, General Education Degree (GED) or State High School Proficiency certificate.
- Associate's or higher degree.

EXPERIENCE:

- Sufficient experience to demonstrate the knowledge and abilities listed above.

LICENSURE AND OTHER REQUIREMENTS:

- Valid First Aid/CPR certification.
- First Responder certification preferred.

WORKING CONDITIONS:

ENVIRONMENT:

- May work in extreme heat/cold for extended periods of time.
- Outside much of the day.
- Classroom, and outdoor environment.
- Regular interruptions.
- Small and large group meetings.

PHYSICAL DEMANDS:

- Bending at the waist, kneeling or crouching; climb or balance.
- Eyesight corrected or uncorrected sufficient to read a variety of materials including but not limited to fine print.
- Hearing with or without use of hearing aid(s) sufficient to hear any conversation with others; understandable voice and speech patterns.
- Manual dexterity and coordination sufficient to operate office and/or classroom equipment.
- Sitting, standing and/or walking for extended periods of time.
- Use hands to handle and/or feel; reach with hands and arms.
- Must frequently lift, push, pull or carry up to ten (10) pounds and occasionally lift and/or move up to twenty five (25) pounds.

The physical demands and working conditions described here are representative of those that must be met by an employee to successfully perform the essential functions of this position, subject to reasonable accommodation.

This position description may not be an exhaustive list of all duties, knowledge, or abilities associated with this classification; however it is intended to accurately reflect the principle job elements. Related duties, knowledge, or abilities to those expressly stated may also be required for successful performance of the position.

APPROVED:

Effective: 04/17/2024