

**JOB DESCRIPTION**

**Job Title:** *Circle J-Norris Ranch Education Coordinator (1249)*

**Job Summary:**

The job of Circle J-Norris Ranch Education Coordinator is done for the purpose/s of maintaining, developing, and implementing educational programs at the Circle J-Norris Ranch, a 600-acre field study site available to Tulare County educators and students. The position is under the direction of the SCICON Administrator.

**Essential Job Functions:**

- ▶ Collaborates with school personnel, parents, and various agencies for the purpose of planning curriculum and establishing student outcomes.
- ▶ Communicates maintenance needs of facilities for the purpose of maintaining a safe environment for educational activities.
- ▶ Coordinates/hosts scheduled use of the Circle J-Norris Ranch by groups for the purpose of facilitating day-to-day programs.
- ▶ Designs age-appropriate curriculum for the purpose of meeting the educational needs of teachers and students using the Circle J-Norris Ranch.
- ▶ Engages in community outreach efforts and grant proposal writing for the purpose of seeking out partners and resources for the Circle J-Norris Ranch.
- ▶ Instructs K-12 students for the purpose of providing education in outdoor science concepts.
- ▶ Maintains websites for the Circle J-Norris Ranch and SCICON for the purpose of keeping the public informed about both programs.
- ▶ Maintains records for the purpose of documenting Circle J-Norris Ranch activities.
- ▶ Promotes/coordinates inservices, workshops, and outreach programs for the purpose of training teachers to effectively utilize the Circle J-Norris Ranch.

**Skills, Knowledge and/or Abilities:**

- ▶ **Skills to:**
  - Be a spokesperson for an environmental education program, both in person and through writing;
  - Create and adapt K-12 outdoor education curriculum for use at the site;
  - Develop and maintain websites.
- ▶ **Knowledge of:**
  - Environmental education curriculum and theory;
  - Classroom teacher needs and constraints regarding outdoor education activities;
  - California State Science Framework.
- ▶ **Ability to:**
  - Work independently;
  - Organize and prioritize when dealing with multiple tasks;
  - Maintain accurate records;
  - Establish and maintain cooperative working relationships with students, parents, and school personnel;
  - Create a schedule and meet deadlines;
  - Communicate effectively both orally and through writing;
  - Assume a leadership role comfortably.

**Experience:**

- ▶ Job related experience is required.
- ▶ Computer experience including Windows, word processing and Internet technology.
- ▶ Experience in leadership roles in environmental education.
- ▶ Experience working with both teachers and students.
- ▶ Experience in designing curriculum is preferred.
- ▶ Experience in web page design is preferred.

**Education Required:**

- ▶ Bachelors Degree.
- ▶ Valid California Single Subject or Multiple subject Teaching Credential is required.
- ▶ A Masters Degree in education, environmental studies, or a related field is preferred.

**Other Requirements:**

- ▶ Valid California Driver's License and proof of automobile insurance.
- ▶ Department of Justice and FBI Fingerprint Response.

**FLSA Status:** Exempt

March 2000

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This organization complies with the Americans with Disabilities Act. Persons with a disability who may need some accommodation in the hiring process should contact our personnel office.

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This organization requires a successful candidate to provide it with employment eligibility and verification of a legal right to work in the United States in compliance with the Immigration Reform and Control Act.