

HIGHLINE Job Description

PUBLIC SCHOOLS

JOB TITLE: RESIDENTIAL OUTDOOR EDUCATOR – Camp Waskowitz

GROUP: Professional/Technical (non-represented) LEVEL: 01 FLSA STATUS: Nonexempt

WORKDAYS PER FISCAL YEAR: 181 HOLIDAYS: 11

SUMMARY: This Residential Outdoor Educator will provide supervision and support for all Waskowitz programs including, but not limited to, Outdoor School, Living History, Reconnecting Ourselves Outdoors to Succeed (ROOTS), Challenge Facilitation, Waskowitz Environmental Leadership & Service (WELS) and. Responsibilities include dining hall supervision, trail and hiking logistics, maintaining records, facilitating student-centered curriculum, promoting student growth, and monitoring the student's safety and well-being while in the district's care. The Outdoor Educator will be assigned a focus area during outdoor school: Science/Environmental Education Curriculum and Instruction or High School Leadership and Instruction. The OE assigned to HS Leadership and Instruction resides in the dormitories during overnight programs. Each program has a different set of weekly hours. When not running program, this is a 6 hour a day position. Additional hours will be added during outdoor school and other programs as needed.

CONTEXT AND MISSION: Highline Public Schools serves approximately 18,000 students in the communities of Burien, Des Moines, Normandy Park, SeaTac, and White Center in Washington State. In 2013, parents, students, community members, and staff at all levels of the district came together to develop a strategic plan that reflects our goals and dreams for our students. The plan was updated in 2018 to guide our work through 2023. The plan's promise is that *every student in Highline Public Schools is known by name, strength, and need, and graduates prepared for the future they choose.*

The strategic plan is centered on Our Promise. It includes four big goals for Highline students, supported by Our Foundation.

- **Equity.** *We will disrupt institutional biases and end inequitable practices so all students have an equal chance at success.*
- **Instruction.** *We will reduce achievement and opportunity gaps by using culturally responsive, inclusive, standards-based instruction.*
- **Relationships.** *We will know our students by name, strength and need and have open, two-way communication with students, families and community partners.*
- **Support.** *We will increase student success by supporting their social-emotional and academic needs.*

WASKOWITZ OUTDOOR SCHOOL: We believe in meeting a child's educational needs beyond curricula and supports traditionally offered by schools. Policies procedures and practices are in place to ensure a physically and emotionally safe experience. We believe that genuine collaboration in the curriculum invites creativity, innovation and long-lasting positive relationships for children with the natural world. Waskowitz partners with nearly ten different school districts to provide quality innovative residential outdoor education. Living in nature, with nature provides opportunities to make connections and develop understandings of how our ecosystems work through interdisciplinary and multidisciplinary approaches. Residential Living and Learning Communities fosters a sense of place, sense of wonder for all that walk through our gates. Waskowitz Outdoor School teaches community and social living skills with intention. Magic happens!

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. This list is meant to be representative, not exhaustive. Some incumbents may not perform all the duties listed while in other cases related duties may also be assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Ensures the physical and emotional safety of students during Waskowitz programs: setting the tone for safety and comfort throughout; i.e. regulating shower time with efficiency and locking all doors at night.
- Mentors and builds relationships with students assisting them in personal growth and leadership exploration and development.
- Observes, evaluates and supports high school students teaching, assisting, or counseling during class, cabin and meal times.
- Facilitates innovative and educational focused day and overnight programming. At times will be responsible for overnight coverage.
- Assigned a focus area during outdoor school: Science/EE Curriculum and Instruction or HS Leadership and Instruction. The HS Leadership and Instructional team resides in the dorms during overnight programs.
- Designs and facilitates challenge-based programming.
- Does trail-work, spreads smiles around, assists in the kitchen, office, outside, or wherever/whatever else is needed to ensure the overall success of the program.
- Assists staff, teachers, and students in all camp programs and campfires by singing, dancing, teaching, being silly, having fun, and creating a sense of community that promotes a positive, inclusive environment.
- Other related duties as assigned by the Waskowitz Administrative Team.

MINIMUM QUALIFICATIONS:

Education and Experience

AA degree **or**

High school diploma (or equivalent) **and** 72 college credits **or**

High school diploma (or equivalent) **and** successful completion of an approved paraeducator assessment test

Must be 21 years old or older

Passionate about working in a Residential Outdoor Environmental Education program

PREFERRED QUALIFICATIONS:

Previous outdoor educational experience

AA or Bachelor's degree in Recreation, Natural Science, Environmental Studies, Education, or Liberal Arts

(Successful applicants that hold a Bachelor's degree majoring in one of the areas described above will receive an additional \$2.00 per hour.)

Bilingual in English and additional language(s) represented in the school community

CONDITION OF EMPLOYMENT:

Criminal background clearance

All certificates, licenses, endorsements, permits, and vaccines (absent exemption) as required for this position by state and local authorities

Paraeducator Certificate Program – After hire, must complete the Fundamental Course of Study and General Certificate pursuant to Chapter 28A.413 RCW and WAC 179. Timelines for completion vary based upon hire date.

KNOWLEDGE OF:

Residential programming
Environmental/Outdoor Education practices, philosophies
Instructional techniques
Outdoor/Environmental curriculum
Child and adolescent development
School board policies and procedures

ABILITY TO:

Communicate effectively verbally and in writing
Operate a computer and related software
Maintain effective working relationships with other people
Prepare and present educational programs to various groups of various sizes
Have a flexible schedule including early mornings, late evenings, overnight supervision, and some weekend responsibilities
Work collaboratively with school and central office administrators, parents, and community members
Demonstrate understanding of and experience with cultural competence
Remain flexible to changes with calendar, assignments or situations
Organize activities, set priorities, and follow instructions
Comply with school board policies and follow administrative procedures

REPORTING RELATIONSHIP: Reports to Waskowitz Administrative Team

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

While performing the duties of this job, the employee is regularly required to sit, stand, and walk. The applicant will be expected to hike daily on uneven terrain. The employee frequently is required to use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 40 pounds. Specific vision abilities required by this job include close vision, and ability to adjust focus.

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

While performing the duties of this job, the employee regularly works in indoor conditions and frequently required to work outdoors in inclement weather. The employee is required to work long hours during Outdoor School when it is in session. The noise level in the work environment is usually moderate. The employee must adjust to frequent interruptions in their work schedule.

*Job descriptions are written as a representative list of the **ADA essential** duties performed by the entire classification. They cannot include, and are not intended to include, every possible activity and task performed by every specific employee.*

CLASSIFICATION HISTORY

Updated as outlined by the Director of Outdoor Education, 2022.06.29

JOB DESCRIPTION: RESIDENTIAL OUTDOOR EDUCATOR – Camp Waskowitz

Revised Condition of Employment section, 2022.03.08

Updated by Human Resources, 2021.06.04

Updated context and mission statement, 2018-05-11

Updated by Human Resources as outlined by the Director of Outdoor Education, 2016.12.16

Created by Human Resources as outlined by Director-Outdoor Education, 2016.05.06

Highline Public Schools, District #401, complies with all federal rules and regulations and does not discriminate in admission, access, treatment, or employment in education programs or hiring practices on the basis of race, creed, religion, color, national origin, age, sex, sexual orientation including gender expression or identity, marital status, honorably-discharged veteran or military status, the presence of any sensory, mental, or physical disability, or the use of a trained dog guide or service animal by a person with a disability. This holds true for all students who are interested in participating in educational programs and/or extracurricular activities. Any person having inquiries should contact: Age Discrimination Act, Americans with Disabilities Act, Affirmative Action, Civil Rights Act (employees), and Title IX: Chief Talent Officer, 206.631.3121, titleixofficer@highlineschools.org; Civil Rights Act: Executive Director of Student Support and Family Engagement, 206.631.3100, civilrightscoordinator@highlineschools.org; Section 504 of the Rehabilitation Act- Director of Health and Social Services, 206.631.3011, 504coordinator@highlineschools.org, Address: 15675 Ambaum Blvd. SW, Burien, WA 98166