

SCICON COORDINATOR

Definition

Under supervision of the Assistant Superintendent, the Scicon Coordinator is responsible for the promotion, and the operation of the sixth grade SCICON program; to coordinate the student experiences prior to the week of resident camp and to direct the operation of the resident camp.

Responsibilities

1. Recruit, assign and instruct counselors;
2. Establish calendar for resident camps and clear with camp site;
3. Recommend and coordinate specific study trips and other preparatory experiences to all sixth grade classes;
4. Assist the District administration in the recruitment of staff personnel (cooks, bus driver, custodian), menu planning, scheduling of transportation, and nurses' schedule;
5. Recommend to sixth grade teachers specific SCICON resident learning experiences and make the necessary arrangements to implement those experiences;
6. Direct the various operational activities (cabin assignment, sanitation, dining room procedures, daily schedules, etc.) of the resident camp;
7. Assemble all materials and equipment required for camp operation and instruction;
8. Provide for the registration and the collection of fees for resident students;
9. Prepare an annual report for the District administration and the Governing Board including financial, operational, and instructional aspects.

Qualifications

1. Has accepted the assignment as a certificated employee of the Kings Canyon Unified School District;
2. Has shown a sincere interest in environmental education as evidenced by a willingness to complete at least six units of accredited college course work in environmental education; and
3. Capable of providing instructional leadership in environmental education.

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.

The employee is required to: regularly stand, walk, hike, sit, and talk or hear; occasionally reach with hands and arms; frequently lift and/or move up to 10 pounds such as boxes of books and teaching material; frequently interact with the public and other staff; and occasionally work extended hours. Some driving is necessary.. Specific abilities include close vision, distance vision, peripheral vision, the ability to adjust focus, the ability to hear conversations in quiet and noisy environments, and the ability to speak clearly in order to exchange information and make reports.

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.

The noise level in the work environment is usually quiet to moderate. Work is performed mostly outdoors in a mountain setting with some indoor work. The employee is required to interact occasionally with dissatisfied or abusive individuals. The employee is directly responsible for the safety, well-being and work output of students.

The information contained in this job description is for compliance with the Americans with Disabilities Act and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

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