



## **NORTHWEST REGIONAL EDUCATION SERVICE DISTRICT JOB DESCRIPTION**

**Position Title:** Outdoor School Assistant Principal

**Department:** Instructional Services Department

**Location:** Washington Service Center

**Reports To:** Outdoor School Principal

**FLSA Status:** Exempt

**Bargaining Unit:** Non-Represented

**Compensation:** Administrator Salary Schedule

**Work Days:** 210

Prepared Date: 12-2023

### **NW REGIONAL ESD'S MISSION STATEMENT**

*In partnership with the communities we serve, Northwest Regional ESD improves student learning by providing equitable access to high quality services and support.*

### **GENERAL DESCRIPTION:**

This position assists the Outdoor School Principal in providing leadership and supervision on administering all Northwest Outdoor Science School (NOSS) operations supporting approximately 10,000+ students in 5th & 6th grade for a 4-day, 3-night program across five sites. This includes assisting in the supervision of instruction, support services, student activities, agency collaboration, and community relations activities. The Outdoor School Assistant Principal supports the program year-round with students joining either fall or spring sessions. Travel and visitation of sites across Northwest Oregon for programmatic supervision is required.

The Outdoor School Assistant Principal is an antiracist leader responsible for supporting the program vision, administration, standards, monitoring, accountability, and reporting within the mission and vision of the NWRESD.

NOSS programming is implemented in accordance with ESD policies and procedures, Oregon statutes and administrative rules, and federal laws and regulations. These programs must also be consistent with and supportive of the instructional programs carried out in the local districts the ESD supports.

**QUALIFICATIONS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Valid Oregon Administrative license or ability to obtain a license prior to beginning work
2. Experience in supervision of personnel required, experience in overnight or camp

settings preferred

3. Master's degree in Education, Environmental Education, Outdoor Education, School Administration, or related field
4. Thorough knowledge and understanding of instructional best practices and methods; effective student/large group management, experiential education, outdoor education, culturally sustaining practices, and hands-on science instruction
5. Experience with curriculum development, implementation, and antiracist leadership
6. Strong communication, facilitation, and leadership skills with a variety of different groups
7. Valid First Aid/CPR certification or ability to become certified prior to beginning work

### **KNOWLEDGE, SKILLS, and ABILITIES:**

1. Knowledge of best practices in supporting racially, linguistically, and economically diverse students and staff in an outdoor science school setting
2. Ability to work with minimal supervision, communicate clearly, problem solve, and prioritize and manage multiple tasks/projects
3. Record of ability to work under pressure and tight timelines
4. Ability to maintain the integrity of confidential information and ability to respond appropriately to questions about student, family, and staff matters
5. Ability to respond to demands of public contact, communicate skillfully in stressful situations using conflict resolution strategies, and respond appropriately in emergencies and/or crises
6. Demonstrated ability to facilitate and lead training/professional development for staff and stakeholders
7. Ability to establish and maintain effective working relationships with students, families, staff, administration, and stakeholders

**ESSENTIAL FUNCTIONS: Include the following. Performs some or all of the following tasks. Other Duties may be assigned.** The duties listed below are not inclusive, but characteristic of the type and level of work assigned for this position.

- A. Support the management and growth of the NWRESD Outdoor School program in cooperation with and in response to the needs of school districts, upholding the vision and mission of the program
- B. Work with other NWRESD programs and/or other agencies as directed in matters dealing with:
  - a. Transportation
  - b. Personnel
  - c. Resource Assistance
- C. Recommend staff assignments; assist and/or occasionally lead the selection and recommendation of hiring and termination, renewal or non-renewal of contracts for licensed staff and employment status of classified and seasonal staff
- D. Facilitates communication between personnel, students, and/or families for the purpose

- of solving problems and/or resolving conflicts
- E. Prepare and submit reports as directed
  - F. Assists the Principal in directing program activities within resources approved and objectives established by the NWRESD
  - G. Model and help ensure compliance with rules, regulations, and procedures for the program within the policy structure of NWRESD
  - H. Lead and oversee the Student Leader Recruitment and Training Program; including supervision of the Volunteer Coordinator
  - I. Assist in the management of seasonal ODS Site Nurses and protocols
  - J. Assist in the planning, coordination, and training of safety protocols at NOSS sites in conjunction with local first responders
  - K. Direct, supervise, and evaluate the work performed by assigned personnel in compliance with Board and ESD policy, utilizing established supervision and evaluation practices
  - L. Assist with the coordination of NOSS participation with the districts served by the ESD, school districts outside of the ESD service area, and private schools
  - M. Ability to travel to all NOSS locations and willingness to work outdoors in all types of weather conditions
  - N. Collaborate with ESD personnel and peers to support program implementation and goal accomplishment
  - O. Communicate needs to the NOSS Principal.
  - P. Communicate effectively with staff, students, families, Districts, and others about NOSS
  - Q. Maintain high ethical standards in all situations and maintain confidentiality
  - R. Professionally represent the ESD and NOSS in interactions with parents, community, staff, and students
  - S. Perform work beyond a standard 40-hour work week when workload requires.
  - T. Respond to communication from NOSS program staff at all hours when on-site programming is in session
  - U. Perform other duties and responsibilities as assigned

## **WORKPLACE EXPECTATIONS**

- Demonstrate support for NWRESD Mission and Values and Strategic Plan Goals
- Establish and maintain a positive and respectful learning environment and working relationships with students, staff, administration, parents/guardians and community members
- Work effectively with and respond to people from diverse cultural backgrounds
- Participate in various meetings for the purpose of receiving information or sharing information and expertise with students, colleagues and parents/guardians, and community partners
- Hold expectations for high performance of self
- Demonstrate computer literacy and operate software programs as related to job responsibilities
- Maintain accurate, complete and confidential records as required by law and District policy and regulations

- Maintain the integrity of confidential information relating to a student, family, colleague or NWRES D patron, and use or relay confidential information only in the course of performing assigned responsibilities
- Follow all laws, District policies, rules, regulations, memos, announcements and reasonable requests by proper authority
- Maintain regular attendance at work and work activities and punctuality regarding deadlines, meeting attendance and following schedules
- Work collaboratively with other departments

**LANGUAGE SKILLS:**

Ability to read, analyze and interpret documents such as software manuals/instructions and procedural manuals. Ability to write routine reports and correspondence. Ability to effectively present information in one-on-one, small group, and large group situations to students, staff, and others inside and outside of the organization.

**MATHEMATICAL SKILLS:**

Ability to perform basic mathematical calculations with a high degree of accuracy.

**REASONING ABILITY:**

Ability to apply common sense to carry out oral and written instructions. Ability to solve practical problems and deal with a variety of concrete variables in situations where some standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**WORK ENVIRONMENT:**

Work is generally performed in a standard office setting and on-site at NOSS locations. Travel to various sites is required.

**Daily:**

- Requires regular focus on a computer screen.
- May be required to sit, stand, keyboard, write, hear and speak for extended periods of time.
- Precise control of fingers and hand movements required.
- Work activities may include bending, stooping, kneeling.

**Weekly:**

- Ability to perform job and communicate in a noisy environment.
- Travel to various sites is required.

description is included in the job description for all NWRES D jobs. Outdoor School is an amazing and unique program that has different work environment conditions that are clarified below:

The environment for Outdoor School is rustic with potentially uneven hilly terrain, wooded trails, variable ambient light and weather conditions. The employee must carry out duties regardless of inclement weather, which can include heat, rain, snow, cold, and windy conditions. Travel to various sites will be required.

- This employee supports staff who supervise groups of children in this environment, often kneeling and sitting on the ground to obtain a child-level view. This employee can be expected to carry odd objects, such as buckets of water, science equipment, saws, and instructional materials. Employees must be able to respond quickly to emergency events any place in the Outdoor School setting and be able to maneuver in outdoors, common areas, rustic buildings and sites.
- This position is a first responder in a medical emergency. The employee must be able to administer 1st Aid/CPR, requiring the ability to get to ground level or in awkward positions to administer assistance. Outdoor School sites may have crowded walkways or common spaces. Stairs and walkways are exposed to weather and may be slippery.
- In specific circumstances some housing may be available on a limited basis. Housing may be shared with other employees in assigned rustic cabins or bunk rooms, all sites include showers, electricity, running water, heat.

#### **Required Physical Demands of Essential Functions and Responsibilities:**

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 of this job. Staff are expected to possess the physical and mental ability to fulfill the essential functions of the above position with or without reasonable accommodation(s). If accommodation(s) are required to perform any or all of the job functions, then the employee must notify Human Resources and agree to provide information to the District regarding the requested accommodation(s).

While performing the duties of this job, the employee is frequently required to walk and continuously required to stand. The employee will frequently bend or twist at the neck and trunk while performing the duties of this job. The employee is occasionally required to reach with hands and arms and stoop, kneel, crouch, or crawl. The employee continuously uses hand strength to grasp tools. The employee must occasionally lift and/or move up to 50 pounds.

**Note:** The description contained herein reflect general details as necessary to describe the principle functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or relief, to equalize peak work periods, or otherwise to balance the workload.

***NWRESD believes that every individual makes a significant contribution to our success. The administration reserves the right to modify, add or remove duties as***

***necessary that still reflect the essential functions of the department. It is our expectation that every employee will offer their services wherever and whenever necessary to ensure the success of the ESD's goals.***

### **Equal Opportunity Employer**

Northwest Regional Education Service District is an equal opportunity employer; committed to building an inclusive community and an environment free from discrimination, harassment, and retaliation. We are proud to be [an antiracist organization](#). We work to understand how racial ideology is manufactured and how it impacts the lives of our staff and those we serve.

Northwest Regional Education Service District is proud to be an antiracist, [Equal Employment Opportunity](#) and Affirmative Action employer. We are committed to ensuring diversity and inclusion in all aspects of recruitment, selection, and employment without regard to race, disability, gender identity/expression, sexual orientation, national origin, ethnicity, religion, veteran or military status, or any other category protected under the law.

Northwest Regional Education Service District is committed to providing reasonable accommodations in our recruitment procedures for individuals experiencing a disability. If you need assistance or accommodation due to a disability, please contact us at [hrhelp@nwresd.k12.or.us](mailto:hrhelp@nwresd.k12.or.us). Speech/Hearing impaired persons may contact the district for assistance through the Oregon telecommunications Relay Service at 1-800-735-2900.