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# Multnomah Education Service District

**JOB TITLE:** FIELD INSTRUCTOR AND  
PROGRAM LEADER/HEALTH ASSISTANT  
Oregon Trail Overnight Program

**STARTING DATES:** April 23, 2000      **APPLICATION DEADLINE:** Open until filled

**WORK YEAR:** 7-8 WEEKS      **LOCATION:** Multnomah and Clackamas Counties

**INTERVIEW SCHEDULE:** February 20 – March 10, 2000 or until positions are filled

**SALARY:** Field Instructor \$285.76 Monday – Thursday Week  
Program Leader/Health Assistant \$239.04 Monday-Thursday Week

**MINIMUM QUALIFICATIONS:** See attached job description.

**APPLICATION MATERIALS REQUIRED:**  
**(INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED)**

- [ X ] MESD Employment Application
- [ X ] Application Addendum
- [ X ] Notice of Criminal Records Check
- [ X ] Resume
- [ X ] List of References

**WEB SITE:** [www.mesd.k12.or.us](http://www.mesd.k12.or.us)

**SEND APPLICATION MATERIALS TO:**

**ENVIRONMENTAL EDUCATION**  
Multnomah Education Service District  
11611 NE Ainsworth Circle  
PO Box 301039  
Portland, OR 97294-9039

**AN EQUAL OPPORTUNITY EMPLOYER/DRUG FREE WORK PLACE**

1/2000

## MULTNOMAH ENVIRONMENTAL EDUCATION

- JOB TITLE:**                    **Field Instructor, Oregon Trail Overnight Program**
- REPORTS TO:**                Site Supervisor and Supervisor/Consultant, Environmental Education
- POSITION PURPOSE:**        To implement a multi-disciplinary education program.
- NATURE & SCOPE:**        This position is subject to Board policies, administrative rules and procedures, department regulations and applicable state and federal statutes. This position carries no administrative authority or responsibility.

### **ESSENTIAL JOB FUNCTIONS:**

1. Implements the Oregon Trail Overnight schedule and program.
2. Implements a multi-disciplinary program that is:
  - a. hands-on
  - b. utilizes the environment when possible
  - c. thematic
  - d. addresses the needs of all learners
  - e. in alignment with MESD and Environmental Education mission, goals, and objectives.
3. Instruct and lead fourth grade students, the classroom teacher and parent volunteers in field studies, activities and duties.
4. Provide supervision for fourth grade students.
5. Confer with classroom teachers to design the program to meet the needs of all learners.
6. Provides training and support for classroom teachers and the parent volunteers.
7. Develops instructional materials and a system of inventory and maintenance.
8. Adheres to the Environmental Education Procedure Manual.
9. Communicates with others utilizing appropriate verbal and non-verbal interactions.

### **OTHER JOB FUNCTIONS:**

1. Attends department and other staff meetings.
2. Performs other related duties as assigned.

**KNOWLEDGE SKILLS AND ABILITIES:**

- Demonstrated ability to manage multiple tasks.
- Ability to work without direct supervision.
- Ability to communicate effectively with other employees, students, teachers, parent volunteers and the general public using tact, courtesy and good judgement.
- Ability to work with accuracy and attention to detail.
- Legible penmanship and accurate spelling.
- Ability to follow verbal and written instructions and demonstrate competencies.

**EDUCATION AND EXPERIENCE:**

High School diploma or G.E.D.

Two years college experience in science, education, and/or related field **OR** two years work experience in science or education.

Experience in a professional field

Experience working with children

Valid First Aid and CPR card by the first day of employment

## MULTNOMAH ENVIRONMENTAL EDUCATION

**JOB TITLE:**                    **Program Leader/Health Assistant, Oregon Trail Overnight Program**

**REPORTS TO:**                    Site Supervisor, Supervisor/Consultant, and Special Needs Registered Nurse, Environmental Education

**POSITION PURPOSE:**        To implement a multi-disciplinary education program and assist special needs registered nurse with student health activities

**NATURE & SCOPE:**        This position is subject to Board policies, administrative rules and procedures, department regulations and applicable state and federal statutes. This position carries no administrative authority or responsibility.

### **ESSENTIAL JOB FUNCTIONS:**

1. Implements the Oregon Trail Overnight schedule and program.
2. Implements a multi-disciplinary program that is:
  - a. hands-on
  - b. utilizes the environment when possible
  - c. thematic
  - d. addresses the needs of all learners
  - e. in alignment with MESD and Environmental Education mission, goals, and objectives.
3. Instruct and lead fourth grade students, the classroom teacher and parent volunteers in field studies, activities and duties.
4. Provide supervision for fourth grade students.
5. Confer with classroom teachers to design the program to meet the needs of all learners.
6. Provides training and support for classroom teachers and the parent volunteers.
7. Assists Special Needs Registered Nurse:
  - a. to maintain and update student health records;
  - b. with administration of medication to students;
  - c. in providing delegated health care tasks for students with chronic health problems.
8. Provides authorized first aid to Oregon Trail participants.
9. Develops instructional materials and a system of inventory and maintenance.
10. Adheres to the Environmental Education Procedure Manual.
11. Communicates with others utilizing appropriate verbal and non-verbal interactions.
12. Contributes to a positive and productive work environment.

**OTHER JOB FUNCTIONS:**

1. Attends department and other staff meetings.
2. Performs selected tasks from School Health Management Plan as delegated and supervised by the Special Needs Registered Nurse.
3. Performs other related duties as assigned.

**KNOWLEDGE SKILLS AND ABILITIES:**

- Demonstrated ability to manage multiple tasks.
- Ability to do repetitive tasks.
- Ability to work without direct supervision.
- Ability to communicate effectively with other employees, students, teachers, parent volunteers and the general public using tact, courtesy and good judgement.
- Ability to work with accuracy and attention to detail.
- Legible penmanship and accurate spelling.
- Ability to successfully complete MESD's approved first aid course and perform designated first aid activities.
- Ability to follow verbal and written instructions and demonstrate competencies.
- Valid driver's license and vehicle available for on-the-job use.

**EDUCATION AND EXPERIENCE:**

High School diploma or G.E.D.

Experience in a professional field

Recent experience working with children in a professional or volunteer capacity

Must demonstrate good penmanship and accurate spelling.

Valid First Aid and CPR card by the first day of employment.

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