JOB DESCRIPTION

TITLE: EDUCATION ASSOCIATE
   Or
   EDUCATION ASSOCIATE II
   Or
   EDUCATION SPECIALIST

SECTION: COMMUNICATION & LEGISLATION

DEPARTMENT: ADMINISTRATION

REPORTING RELATIONSHIP:

Reports to: Communication & Legislation Director

Supervises the following positions: Not Applicable

DEFINITION: Under direction, to prepare and present classroom materials regarding water and water related topics. Promotes the understanding of water related issues and communicate them to the public. Support area school personnel in the development of instructional activities related to water acquisition, distribution, conservation, reclamation and conservation. Performs related duties as required.

ESSENTIAL FUNCTIONS:

1. Assist in the development of educational curricula for a variety of grade levels regarding water acquisition, distribution, constructive use and conservation.

2. Makes presentations on water safety, canal safety, history and geological characteristics of the Coachella Valley.

3. Prepares instructional materials, demonstrations and audio visual aids.

4. Conducts student field trips of District facilities and the surrounding area.

5. Assists in the creation of pertinent informational materials for school instructional staff.

6. Assists with the preparation of a wide variety of informational brochures, display, tours and presentations for a wide variety of age groups and culturally diverse groups.

7. Works with school administrators and instructional staff to promote good rapport with the District.

8. Assists with the coordination of District educational events with the educational programs of local school districts.
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9. Performs community speaking activities with a wide variety of community groups.

10. Maintains a high awareness of educational methodologies and developments in water acquisition, distribution and conservation.

MINIMUM QUALIFICATIONS:

License or Certificates: Valid California Operators license issued by the State Department of Motor Vehicles. Department of Motor Vehicles driving record may influence employment or classification.

AND

Possession of a valid California elementary teaching credential issued by the State Board of Education.

Associate level Experience: A typical way of obtaining the required knowledge and abilities would be to have three years of successful school teaching experience.

Associate II level Experience: A typical way of obtaining the required knowledge and abilities would be to have five years of successful school teaching experience either as a teacher in public schools or as an education associate I or as a combination of the two.

Specialist level experience: A typical way of obtaining the required knowledge and abilities would be to have seven years of successful school teaching experience.

Knowledge of:
- Educational curricula development and teaching methods.
- History, geology and hydrography of the local area as related to water distribution and use.
- Principles of public speaking.

Abilities:
- Develop and present educational programs regarding water acquisition, distribution, constructive use, reclamation and conservation.
- Organize and present materials utilizing effective public speaking methods.
- Prepare narrative descriptions and reports.
- Maintain good public relations with local school administrators and instructional staff.
- Work cooperatively with others.
- Follow oral and written instructions.
- Work and operate a District vehicle safely.

Education: Any combination of education, training, and experience that would provide the required knowledge and abilities is qualifying.

PHYSICAL REQUIREMENTS:
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1. Use a District vehicle to drive to and from necessary sites. Driving: light

2. Use a telephone and two-way radio to communicate.

3. Sits for prolonged periods of time.

4. Occasionally exposed to extreme conditions such as wind, rain, and heat.

5. Make oral presentations.

See Human Resources for physical assessment form.