

**SAN LUIS OBISPO COUNTY OFFICE OF EDUCATION**  
**Human Resources Department**

**Language Arts Activities Assistant**

**REPRESENTATIVE/ESSENTIAL DUTIES:**

Conduct nature/theme based activities for small groups of campers that encourage development of speech and language skills for the campers.

Provide leadership in planning and preparation for special activities such as Banquet and Winter in July. This includes decorating, planning Winter Gifts for TIGRS, Campers and Staff. Provide necessary examples, directions, and supplies so that Evening Director can be sure TIGRs complete the project.

Supervise student during activities including swimming to ensure camper/TIGR safety.

Provide assistance with Arts & Crafts activities as needed.

Provide assistance with daily Camper Choice activities; includes planning and leading one activity each day.

Monitor inventory levels of camp supplies; assist in ordering, shopping, receiving and maintaining appropriate inventory levels of supplies as assigned; order and arrange for food items as required.

Assure the health and safety of students by following health and safety practices and procedures; maintain learning environment in a safe, orderly and clean manner; provide classroom support by setting up work areas and displays and distributing and collecting paper, supplies and materials.

Operate a variety of office and classroom equipment including a copier, fax machine, computer and assigned software.

Communicate with staff, administrators, TIGRs and others to exchange information and resolve issues or concerns.

**OTHER DUTIES:**

Perform related duties as assigned.

**ABILITIES AND ESSENTIAL FUNCTIONS:**

Provide instruction and related activities in a camp learning environment.

Understand and relate to students with special needs.

Reinforce camper speech and language goals during activities.

Give direction, support and encouragement to teenage volunteers.

Assist in the preparation of instructional materials.

Perform a variety of clerical duties including typing, filing and duplicating materials.

Establish and maintain cooperative and effective working relationships with others.

Communicate effectively both verbally and in writing.

Demonstrate an understanding, patient and receptive attitude toward special need campers

Read books to students and assist with reading and writing activities as assigned.

Monitor, observe and report student behavior and progress.

Knowledge of child guidance principles and practices related to children with special education needs.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Reinforce safe practices at camp and during activities.

Sign language skills are desirable but not required.

Understand and follow oral and written instructions.

Operate standard office and classroom equipment including a computer.

Demonstrate interpersonal skills using tact, patience and courtesy.

Maintain regular and reliable attendance.

First aid and CPR procedures.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: graduation from high school and sufficient training and experience to demonstrate the knowledge and abilities listed above including experience working with children with communication disorders, and an AA degree (or equivalent) or passage of proficiency examination in compliance with Education Code and No Child Left Behind Act.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California driver's license.  
Valid First Aid and CPR Certificate issued by an authorized agency.

**WORKING CONDITIONS/ENVIRONMENT:**

Rancho El Chorro Outdoor School.  
Outdoor and indoor environment.  
Seasonal heat and cold, and adverse weather conditions.  
Driving a vehicle to conduct work.  
Frequent interruptions.

**PHYSICAL DEMANDS:**

Visual acuity to monitor students.  
Hearing and speaking to exchange information and make presentations.  
Hiking up and down hills and on uneven terrain.  
Walking and standing for extended periods of time.  
Physical agility to lift 30 pounds to shoulder height.  
Lifting, carrying, pushing or pulling moderately heavy objects.

**HAZARDS:**

Exposure to poison oak, ticks, biting or stinging insects, snakes, plant pollen, and other plant and wildlife hazards.

**Accountability for time: Daytime Director**  
**Tasks assigned by: Daytime Director**  
**Hiring Authority: Daytime Director**  
**Date revised: 03/9/10**