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POSITION	YOUTH PROGRAMS TEACHING ASSISTANT
SALARY GRADE	106
CLASSIFICATION	Limited Term Part-Time Employment, limited to 960 hours per fiscal year (July 1 <sup>st</sup> -June 30 <sup>th</sup> ), Non-exempt under the Fair Labor Standards Act (FLSA)
DATE	October 9, 2023

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### **ABOUT THE DISTRICT**

Chino Basin Water Conservation District (District) is recognized throughout the state as an innovative, energetic, and effective water conservation organization. The District is dedicated to the protection of the Chino Groundwater Basin to ensure that the current and future water needs of the region will be met. Its core business is two-pronged: (1) increase water supply through groundwater percolation; and (2) decrease water demand through conservation education, workforce training, and services. The District provides programs, services, and resources to audiences of all ages and backgrounds to cultivate a community-wide conservation ethic and build regional capacity for water resilience.

### **ABOUT THE DEPARTMENT**

The Community Programs Department seeks to:

- Demonstrate best practices in conservation education in collaboration with strategic partners across the region;
- Educate to activate a community-wide conservation ethic for all ages by providing programs and resources that support awareness and knowledge of our water resources to promote watershed stewardship and adoption of achievable conservation behaviors; and
- Provide interpretation and education of percolation strategies in the Chino Groundwater Basin to sustain a long-term water supply.

The Community Programs team develops, implements, and evaluates culturally relevant youth education programming, and is responsible for the District and Center's public events and communications.

### **ABOUT THE POSITION**

The Youth Programs Teaching Assistant supports the District's goals by assisting with educating students on water conservation and efficiency.

### **SUMMARY/OBJECTIVE**

The Youth Programs Teaching Assistant answers directly to the Community Programs Manager and will assist Community Programs Educators with teaching K-12 students about water conservation and watershed science in a classroom, field, and garden-based setting during field trip programs from October through May.

## ESSENTIAL FUNCTIONS

Primary duties include, but are not limited to:

- **Communication** - Communicate effectively (Bilingual in Spanish and English preferred but not required) with diverse audiences to promote District's mission of protecting the Chino Groundwater Basin in order to guarantee that current and future water needs will be met by promoting water education.
- **Classroom Management** - Ability to lead a group, create supportive and safe learning environments and effectively engage communities.
- **Instruction** - Receive training, feedback, and support to lead inquiry-based water education programs primarily for K-6 grade students.
- **Staff Support** - Dedicate 8-20 hours/week from October - May assisting with instruction in field trip programming.
- **Classroom Assistance** - Assist with program set up and clean up.
- **Curriculum Development and Evaluation** - Create and evaluate teaching tools and classroom management strategies to ensure that youth programs are culturally relevant and inclusive to all learner types and backgrounds, including class chaperones and English language learners.
- **Program Development** - Identify opportunities to extend student field trip experiences by developing take home tools for students to spark conversation with their families about water conservation.

## COMPETENCIES

### *Knowledge and Experience*

- Knowledge of Microsoft Office tools.
- Classroom and behavior management curriculum and instruction with youths TK-8<sup>th</sup> grade.

### *Skills*

- Customer service
- Public speaking
- Collaborative teamwork
- Verbal and written communication skills

### *Abilities*

- Demonstrates curiosity and desire to learn about topics relevant to the District's mission such as water, conservation, landscaping, watershed science, science education pedagogy, and trends, etc.
- Uses flexibility and problem-solving skills.

- Demonstrates positive attitude and initiative to attain information and skills necessary to complete tasks and projects well.

### **SUPERVISION**

- Reports to: Community Programs Manager
- Supervises: Does not provide any supervision

### **POSITION TYPE AND EXPECTED HOURS OF WORK**

- Limited Term Part-Time Employment, limited to 960 hours per fiscal year (July 1<sup>st</sup>-June 30<sup>th</sup>); evening and/or weekend work may be required to complete required duties and projects and participate in events; respond to emergencies as necessary.
- The Waterwise Community Center field trip programming occurs Tuesday-Thursday, 8 a.m.-12 p.m. The ideal candidate will be available during these hours, but at the minimum available to attend two field trips per week. Additional hours to develop materials, review content, and receive training can be more flexible. The programming takes place primarily in an outdoor garden and park setting.

### **EDUCATION AND EXPERIENCE**

- Interest in education, natural resources management, environmental science, and similar fields is necessary for success in the position.
- This is a great opportunity for a college student to gain environmental education teaching experience in a non-formal environment.

### **WORK ENVIRONMENT**

- Indoor and outdoor work, year-round, in all weather conditions. Must be able to work outdoors in heat, direct sun, wind, rain, and cold. Must be able to work in fast-paced environment.

### **PHYSICAL DEMANDS**

- Communicates orally in English with District Board members, co-workers, and the public in face-to-face, one-to-one, group, and classroom settings. Must be able to exchange information in these settings and promote a positive and collaborative image.
- Frequently positions self to address a classroom setting, assist students at tables and on the floor, inspect materials (plants, compost, etc.) on the ground, on tables/counters, and on shelves.
- Regularly operates a telephone for communication.
- Operates office equipment such as computers, printers, copiers, projectors, and FAX machines.
- Works with soil, water, compost, plants, “critters” (composting worms, tortoises, etc.) and other teaching elements on a regular basis in garden, riparian, and classroom settings
- Travels frequently by vehicle to conduct District business.
- Sometimes works in an outdoor environment in the sun, wind, rain, etc.

- Occasionally addresses a classroom setting, assists students at tables and on the floor, inspects materials (plants, compost, etc.) on the ground, on tables/counters, and on shelves.
- May be required to move/position supplies and materials of up to 50 Lb.
- Intermittently moves materials, shifts items up to 25 lbs. for brief to moderate durations of up to 5 minutes.
- Traverses over uneven terrain.
- Uses a variety of hand tools, cleaning solutions and equipment in the performance of light janitorial and office type work to support programs.

#### **ADDITIONAL ELIGIBILITY QUALIFICATIONS**

- Applicants who are selected for hire are fingerprinted during the pre-placement processing period. All fingerprints will be processed with the Department of Justice to verify criminal records or absence thereof.
- Complete 2-hour Mandated Reporter training within first week of employment.
- Complete 1-hour Sexual Harassment training within first month of employment.
- Must demonstrate ability to legally work in the United States and possess appropriate documentation.