



**Centralia School District
Job Description
Assistant Cispus Director**

Reports to: Crystal Allen, Principal

Location: Cispus

Bargaining Unit: Centralia Education Association

FLSA Status: Exempt

Job Summary:

This position assists in developing and implementing a quality outdoor education experience at camp Cispus for sixth grade students. This position coordinates the high school counselors and guides them through their experience of working with our sixth grade students.

Required Qualifications:

- A current, certificated teacher in Centralia School District
- Ability to communicate effectively, possess awareness of self and others, listen actively, be patient, incorporate humor/lightheartedness into work, be empathic, possess a growth mindset, and be customer-service oriented
- Experience in environmental education
- Ability to work successfully independently and in a team setting while prioritizing work and utilizing effective organizational skills
- Ability to problem solve and be solutions oriented
- Ability to perform the essential functions of the job with or without reasonable accommodations

Preferred Qualifications:

- Ability to speak Spanish
- Successful experience working with diverse individuals
- Successful youth camp leadership experience or similar experience

Essential Functions:

- Assists Cispus Director(s) in creating a positive learning experience at Cispus
- Assists in creating a team of high school students that supports sixth grade students in the areas of instruction and team building
- Plans and conducts training for high school counselors that will prepare them for being camp leaders at Cispus
- Provides support the high school counselors at Cispus when classes are in attendance
- Assists in managing the student activities including but not limited to assisting with record keeping of programs and student activities, assuring building and grounds are maintained in a safe condition, and recommending the requisition of equipment and supplies
- Assists with student behavior and emergencies as appropriate
- Assists in organizing, planning, and facilitating all nightly campfire programs with the high school counselors
- Other duties as assigned

Salary: \$1,414.00

Work schedule:

- Trains high school student counselors starting in January through April for no less than 40 hours
- Meets with Cispus Director(s) at a mutually agreeable schedule before and after Cispus
- Attends Cispus (including overnight) from (April 17th - 21st)
- High school counselor selection is approximately 20 hours

Application Procedures:

Anyone interested in this position should submit a letter of interest to Crystal Allen, Principal of Oakview Elementary at callen@centralia.wednet.edu.

Working Condition and Physical Effort Requirements

	Seldom or Never	Monthly	Weekly	Daily	Hourly
Lift/push/pull/carry objects up to 10 lbs.				x	
Lift/push/pull/carry objects 11-20 lbs.		x			
Lift/push/pull/carry objects 21+ lbs.		x			
Standing up to one hour at a time				x	
Standing up to two hours at a time			x		
Standing for more than two hours at a time			x		
Stooping and bending				x	
Ability to reach and grasp objects				x	
Manual dexterity or fine motor skills				x	
Ability to communicate orally				x	
Ability to hear				x	
Proofreading and checking documents for accuracy				x	
Using a computer and computer software				x	
Using various technology tools				x	
Working in a normal office environment with few physical discomforts		x			
Working in an area that is somewhat uncomfortable due to drafts, noise, temperature variations, or other conditions				x	
Working in an area that is very uncomfortable due to extreme temperatures, noise levels, or other conditions		x			
Working with equipment or performing procedures where carelessness would probably result in minor cuts, bruises, or muscle pulls		x			
Operating school buses, light and heavy duty trucks & automobile and/or vans		x			