



**Centralia School District  
Job Description  
Cispus Director**

**Reports to:** Oakview Principal

**Location:** Cispus

**Bargaining Unit:** CEA

**FLSA Status:** Exempt

**Job Summary:**

This position develops and implements a quality outdoor education experience at camp Cispus.

**Required Qualifications:**

- Current Centralia School District certificated employee
- 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
- Ability to communicate about fundraising efforts and the ability to oversee such activities
- Ability to support the District's vision, mission, goals, and culture code including the belief that all students can succeed
- Successful experience working in a team setting
- Ability to establish and maintain effective working relationships with students, staff, families, and the community
- Ability to maintain a budget and monitor expenditures
- Ability to adapt methods to varying student levels and needs
- Successful experience incorporating fun into the classroom
- First aid and CPR trained or willingness to be trained
- Ability to perform the essential functions of the job with or without reasonable accommodations

**Preferred Qualifications:**

- Successful experience in a leadership role
- Successful experience planning and implementing an educational program
- Ability to speak Spanish

**Essential Functions:**

- Develops a sequential program of outdoor learning experiences including systems and procedures to ensure success
- Plans and conducts conferences, workshops, and field experiences to assist other teachers in the use of outdoor resources
- Carries out short term experiences with classes in the outdoors cooperatively with classroom teachers
- Maintains activities necessary to support the instructional program
- Assists teachers with student management and appropriately manages student behavior
- Assists in the evaluation of existing programs and recommends program changes
- Manages the day to day activities of other staff assigned to the outdoor education program
- Organizes of all materials, transportation and trainings
- Coordinates closely with the district administrators
- Communicates with PTO groups as necessary
- Coordinates the activities of the program with other agencies such as the U.S. Forest Service or private, local industry
- Coordinates communication to families and the community regarding the program

**Salary:** \$2,230 stipend

**Application Procedures:** Interested candidates should send a letter of interest to Crystal Allen, Principal of Oakview Elementary at [callen@centralia.wednet.edu](mailto: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				