



## Duty Statement

DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Central Division	State Park Interpreter I	549-732-2826-006
DISTRICT/HQ SECTION	WORKING TITLE	CBID
Central Valley District	State Park Interpreter I K-12 Access	R01
SECTOR/HQ UNIT	REPORTING LOCATION	INCUMBENT
Interpretation and Education	Columbia State Historical Park	
STATE HOUSING (Check if applicable)		IMMEDIATE SUPERVISOR
<input type="checkbox"/> State Housing may be required.		State Park Interpreter III
POSITION DESCRIPTION		
<p>Under the direction of the State Park Interpreter III and guidance from the State Park Interpreter II, the State Park Interpreter I will provide interpretation and education programs that advance the mission of the department by providing greater access for K-12 education students and teachers through virtual and in-person program opportunities. This position will be responsible for the implementation of high-quality programs for the department's PORTS: Parks Online Resources for Teachers and Students® Program. It will also establish and maintain cooperative relations with California's K-12 education community to enhance digital engagement and in-person school group interpretation opportunities at Columbia State Historic Park. This position will utilize 21st century tools to create equitable access to California State Parks for all of California's youth. The reporting location for this position is Columbia State Historic Park in Columbia, CA.</p>		
ALL EMPLOYEES ARE RESPONSIBLE FOR CONTRIBUTING TO AN INCLUSIVE, SAFE, AND SECURE WORK ENVIRONMENT THAT VALUES DIVERSE CULTURES, PERSPECTIVES, AND EXPERIENCES, AND IS FREE FROM DISCRIMINATION.		
ESSENTIAL FUNCTIONS:		
%	TASK/DUTIES	
40%	<b>PORTS DISTANCE LEARNING INTERPRETIVE PROGRAMS</b> Develop high-quality, thematic presentations aligned to academic standards for K-12 education students. Deliver live, interactive online programs via distance learning tools and platforms for individual classrooms as well as broadcast-style presentations for larger audiences and the online public. Utilize modern relevant tools to create and deliver presentations for use by a wide, diverse audience of educators and their students. Enhance interpretive opportunities through the creation of online interpretive resources. Publish materials to a variety of approved platforms and applications. Monitor, analyze use, and seek opportunities for continuous improvement of programs and resources. Work in a team environment, locally and across the park system to improve services to the public.	
30%	<b>K-12 ACCESS INTERPRETIVE PROGRAMS</b> Seek and implement ways to enhance school group interpretive programs for in-person school visits. Create and leverage K-12 digital resources for the park and visiting educators and students to blend digital opportunities with traditional in-park programs. Coordinate and implement Summer Learning programs with the local educational community and youth program providers that work with disadvantaged youth. Prepare high-quality interpretive programs to engage K-12 youth in a variety of hands-on interactive learning experiences and outdoor recreation opportunities. Collaborate with park staff, docents, volunteers, and others responsible for delivering K-12 programs in the park to improve services to this audience.	
15%	<b>K-12 COMMUNITY ENGAGEMENT</b> Market and promote K-12 education opportunities through virtual and in-person engagement. Contribute content for social media channels and email marketing campaigns. Represent the park by creating and delivering professional development trainings for educators and the education community locally and throughout California. Establish and maintain regular contact with local education entities, community	



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	organizations that serve disadvantaged youth, and staff. Create digital materials to drive participation in live programs, use of online resources and inform the community of upcoming events and opportunities.	
<b>10%</b>	<b>PROGRAM LOGISTICS</b> Keep accurate records, input data, prepare reports and present findings. Create and monitor the schedules for distance learning and K-12 access programs through the use of an online calendar. Establish and maintain contact with educators participating in PORTS Programs, Summer Learning Programs, and in-park school group interpretive programs. Maintain excellent communication with unit and district staff. Attend staff meetings and trainings. Collaborate with Interpretation and Education staff to ensure statewide program goals are being met. Seek opportunities for improvement and adjust logistics as needed. Maintain program equipment and infrastructure (computing and mobile devices, wireless connections, online accounts, etc.), troubleshoot issues and report them to supervisor or support staff. Perform routine administrative functions per operational requirements.	
<b>MARGINAL FUNCTIONS:</b>		
<b>%</b>	<b>TASK/DUTIES</b>	
<b>5%</b>	Other job-related duties as assigned and necessary for operational continuity. Attend staff meetings and trainings and prepare administrative paperwork to meet operational needs.	
<b>TYPICAL WORKING CONDITIONS</b>		
Work will be performed in both an indoor office environment at a computer workstation and outside in various weather conditions. Weekend and holiday work required.		
<b>TELEWORK DESIGNATION:</b>		
This position is designated as not telework eligible.		
<b>SPECIAL REQUIREMENTS:</b>		
Possession of a valid class "C" driver's license is required.		
The statements contained in this job description reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. The incumbent of this position may perform other duties (commensurate with the classification) as assigned, including work in other functional areas to cover during absences, to equalize peak work periods, or to otherwise balance the workload.		
<b>SUPERVISOR STATEMENT:</b>		
I CERTIFY THIS DUTY STATEMENT REPRESENTS AN ACCURATE DESCRIPTION OF THE ESSENTIAL FUNCTIONS OF THIS POSITION. I HAVE DISCUSSED THE DUTIES OF THIS POSITION WITH THE EMPLOYEE AND PROVIDED THE EMPLOYEE WITH A COPY OF THIS DUTY STATEMENT.		
<b>SUPERVISOR NAME (PRINT OR TYPE)</b>	<b>SUPERVISOR SIGNATURE</b>	<b>DATE</b>
<b>EMPLOYEE STATEMENT:</b>		
I CERTIFY I HAVE READ, UNDERSTAND, AND CAN PERFORM THE DUTIES OF THIS POSITION EITHER WITH OR WITHOUT REASONABLE ACCOMMODATION. I HAVE DISCUSSED THESE DUTIES WITH MY SUPERVISOR AND HAVE BEEN PROVIDED A COPY OF THIS DUTY STATEMENT.		
<b>EMPLOYEE NAME (PRINT OR TYPE)</b>	<b>EMPLOYEE SIGNATURE</b>	<b>DATE</b>