

## COORDINATOR ENVIRONMENTAL LITERACY AND SUSTAINABILITY

### DEFINITION

Under general direction, coordinate and manage the SMCOE Environmental Literacy and Sustainability Initiative in San Mateo County.

### SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Superintendent. Exercises direct supervision over professional and administrative support staff.

### CLASS CHARACTERISTICS

This is a management classification responsible for planning, organizing, reviewing, and evaluating School Safety and Risk prevention programs and services. Incumbents are responsible for performing diverse, specialized, and complex work involving significant accountability and decision-making responsibilities, which include developing and implementing policies and procedures for assigned programs, budget and contract administration and reporting, and ensuring compliance with regulatory requirements. Incumbents serve as a professional-level resource for organizational, managerial, and operational analyses and studies. Performance of the work requires the use of considerable independence, initiative, and discretion within broad guidelines.

### EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

*Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.*

- Provide leadership in the ongoing implementation of SMCOE's Environmental Literacy and Sustainability Initiative (ELSI) in San Mateo County that promotes environmental and climate literacy and supports educators in building their capacity to integrate environmental sustainability and climate ready practices into their curriculum and operations.
- Develop realistic and effective plans for meeting goals, establishing timelines and measurable outcomes, estimating required resources, and anticipating obstacles.
- Strengthen collaboration across the county by establishing, developing, and maintaining partnerships with government agencies and community organizations and connect to related initiatives regionally and statewide.
- Develop and maintain an effective data management strategy to monitor progress and keep track of partnerships and involvement in ELSI programs.
- Plan and facilitate meetings with multiple stakeholders within a collaborative governance structure.
- Plan, design, and implement training, and professional learning activities using various blended and online learning technologies and methodologies.

- Coordinate activities and provide training and assistance to enhance educator and administrator skills and understanding related to environmental and climate literacy, and sustainable and climate-ready schools practices.
- Develop and implement strategies and training activities to enhance educational effectiveness and student learning in environmental and climate literacy.
- Serve as a liaison and coordinate communications, activities and information among County Office administrators, personnel, school districts, outside organizations, governmental agencies, and the public.
- Supervise and evaluate the performance of assigned personnel.
- Assist in the development and preparation of annual preliminary budgets; review and evaluate budgetary and financial data.
- Participate in researching, obtaining, and maintaining grants and other funding sources; prepare proposals and assist with developing and maintaining contracts as required.
- Compile, review and analyze a variety of technical data and information related to instructional area; prepare and maintain a variety of records and reports.
- Initiate, develop, and prepare contracts/agreements with external entities, as needed.
- Drive a vehicle to conduct work; visit sites and classrooms to monitor educational activities.
- Attend and participate in a variety of meetings, task forces, seminars, in-services and conferences that support SMCOE's work as directed.
- Coordinate, as needed with other SMCOE-related initiatives.
- Performs related duties as required.

## **QUALIFICATIONS**

### **Education and Experience:**

*Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:*

- Equivalent to a master's degree from an accredited college or university with major coursework in education, or a closely related field; and
- Three (3) years of teaching experience.
- Three (3) years of administrative experience.
- Experience and/or background in environmental education and sustainability.

### **Licenses and Certifications:**

- Valid Administrative Services Credential (or willingness to enroll in a program).
- Valid Teaching Credential.
- Some positions may require possession of a valid California Driver's License and a satisfactory driving record to be maintained throughout employment.

### **Knowledge of:**

- Effective strategies, approaches, and models for integrating environmental and climate literacy into curriculum and instruction.
- Effective practices in the planning and delivery of training/professional development.
- Effective strategies and practices for creating sustainable and climate-ready school campuses.

- Equitable and effective approaches to engage and empower youth to take action to address sustainability, climate change, and environmental justice in their communities.
- Best practices in promoting equitable programs and practices for all students.
- Local, state, and federal standards and requirements related to environmental education in K-12 public education.
- Diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of San Mateo County students.
- Basic budget preparation and control.
- Applicable laws, codes, regulations, policies, and procedures.
- Interpersonal skills using tact, patience and courtesy.
- Public speaking techniques.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

**Ability to:**

- Provide consultation and technical assistance concerning environmental education and the creation of sustainable campuses and school communities.
- Design, develop, implement and conduct training, oral presentations, and professional development.
- Facilitate groups in planning, problem-solving, and decision-making.
- Collaborate successfully with diverse groups.
- Coordinate activities to enhance faculty and administrative understanding of educational practices, curriculum standards, and instructional strategies.
- Interpret, apply and explain laws, codes, regulations, policies, and procedures.
- Supervise and evaluate the performance of assigned personnel.
- Communicate effectively both orally and in writing.
- Establish and maintain cooperative and effective working relationships with others.
- Analyze situations accurately and adopt an effective course of action.
- Identify, write, and manage grants.
- Meet schedules and timelines.
- Work independently with little direction.
- Prepare and maintain various records, reports and files.
- Operation of a variety of office equipment including computers, projectors and assigned software.

**PHYSICAL DEMANDS**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and visit various County sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information.

**ENVIRONMENTAL CONDITIONS**

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing divisional policies and procedures.