

LAGUNA BEACH UNIFIED SCHOOL DISTRICT

Job Description: Coordinator of Environmental Literacy

BASIC FUNCTION:

Under the direction of the Assistant Superintendent of Instructional Services, the Coordinator of Environmental Literacy leads the district's efforts in implementing environmental literacy education and the LBUSD Sustainability Plan in collaboration with the Director of Facilities and Sustainability.

ESSENTIAL DUTIES:

District Leader

- Work in conjunction with Director of Facilities and Sustainability to provide leadership in promoting environmental literacy and sustainability with students, staff, families, and community partnerships, in alignment with district initiatives.
- Supports the district's actions to achieve annual reductions in carbon emissions produced through district operations such as transportation, buildings, waste and food, with the goal to seek carbon neutrality.
- Coordinate the development and management of school gardens and other sustainable resources.
- Supports existing district sustainability initiatives such as organic landscape management, natural organic pest control, energy conservation and efficiency, school gardens, FLOW project, real-world problem solving, and place-based learning.
- Serve as a liaison and coordinate communications, activities, and information with County Office staff, the community, other school districts, outside organizations, governmental agencies, including the California Environmental Literacy Initiative.
- Evaluates program success through effective data collecting and management strategies that monitor progress and keep track of partnerships and involvement.
- Compile, review, analyze, and maintain a variety of technical data, information, and reports.
- Assist with developing and maintaining contracts as required.
- Plan and facilitate meetings with stakeholder groups.
- Supports coordination of educational efforts and special events/activities with district partners.
- Support and assist in the management of science equipment throughout the District.
- Compile and maintain a directory of community resources related to environmental education and sustainability.
- Provide training and act as a resource for parents regarding sustainability and environmental education.
- Attends Board meetings as required.

Teacher and Instructional Coach

- Provide instructional coaching for staff, including curriculum development, resource allocation, facilitating workshops, demonstrating lessons, and co-teaching.

- Plan, design, and implement training and professional learning activities using various blended and online learning technologies and methodologies.
- Coordinate activities and provide professional learning opportunities to enhance educator and administrator skills and understanding related to environmental literacy and sustainable practices, including integration into their curriculum and operations.
- Lead the alignment, development, and implementation of a coherent TK-12 environmental literacy scope and sequence that includes learning opportunities for critical thinking and engagement skills through a deeper understanding of the interdependence of economic well-being, healthy environment, and social well-being.
- Support all subject area teachers in understanding the Environmental Principles and Concepts (EP&Cs) and any related standards within the Next Generation Science Standards (NGSS), including decisions affecting resources and natural systems based on a wide range of considerations and decision-making processes.
- Co-plan, co-teach, and model integrated garden and nutrition lessons district wide.
- Coordinate non-classroom-based supplementary learning experiences, including outdoor learning spaces on campus, field trips, and outdoor education classes.
- Support student clubs and activity groups interested primarily in environmental issues as needed.

OTHER REPRESENTATIVE DUTIES:

- Stay abreast of current environmental problems, issues, programs, and state and local citizen involvement activities.
- Maintain flexible hours for periodic district meetings and functions, and parent events that may occur outside the school day.
- Performs other related work and duties as assigned.

QUALIFICATIONS:

Knowledge of:

- District environmental-related Board Policies, 3510 Green Schools and 6145.2 Environmental Education
- Next Generation Science Standards
- Environmental Principles and Concepts
- Project-Based Learning
- Place-Based Education
- Curriculum and effective teaching practices
- Adult Learning Theory
- Community resources
- District operations policies, rules, and regulations

Ability to:

- Develop and maintain cooperative and effective working relationships with staff, administrators, community members, partners, and press
- Work independently with little direction
- Plan and present professional development
- Develop project progress reports and/or recommendations

- Write effectively for varied audiences
- Communicate effectively to a variety of audiences
- Direct multiple projects simultaneously
- Perform a variety of complex technical tasks involving the use of independent judgment, with accuracy and speed
- Be flexible, patient, and able to work under pressure
- Apply organizational, critical thinking, and analytical skills
- Coordinate a variety of activities and community events
- Manage volunteers and community groups
- Communicate the availability of resources to schools
- Proficiently operate computer and standard office equipment

MINIMUM QUALIFICATIONS:

Education and Experience:

The successful candidate must demonstrate the following:

- A minimum of five years teaching in the content area and level posted (elementary, middle, high)
- Valid California Teaching Credential (multiple subject or single subject in science preferred)
- Experience in a leadership role working with peers at the school site
- Master's Degree is preferred

Personal Qualities:

- Independent worker
- Maturity and good judgment
- Personal appearance which establishes a desirable example for students.
- Willingness to assume a wide range of responsibilities
- Willingness to continuously improve
- Pleasant interpersonal skills
- Good organizational skills
- Commitment to professional courtesy
- Belief in high moral standards
- Commitment to professional responsibility
- High intrinsic motivation

WORKING CONDITIONS:

Environment:

- Indoor office environment
- Outside work spaces
- Constant interruptions

Physical Requirements:

- Ability to stand or sit for extended periods of time
- Ability to frequently reach, grasp, stoop, bend, push, pull, kneel, squat, and twist to store or retrieve materials
- Ability to see for purposes of reading instructions, labels, and other printed matter and for the safe operation of equipment
- Ability to hear and understand speech at normal levels in person and on the telephone

- Ability to communicate so others will be able to clearly understand a normal conversation in person and on the telephone
- Ability to operate computer and office equipment with dexterity and in a safe and efficient manner
- Ability to frequently lift and/or move up to 15 pounds, occasionally move or lift up to 25 pounds, and occasionally move or lift up to 50 pounds with assistance

Operation of Vehicles, Machinery and Equipment Requirements:

- Ability to travel to a variety of locations within a reasonable time frame
- Must be able to operate office, multimedia, and computer equipment

Mental and Emotional Requirements:

- Ability to understand, and follow oral and written directions
- Ability to work independently with little direction
- Ability to concentrate to meet numerous deadlines
- Ability to establish and maintain effective working relationships with others
- Ability to make independent decisions to respond to numerous requests, deadlines, and to prioritize assignments
- Ability to exchange information
- Ability to learn the procedures, functions and limitations of assigned duties

Salary and Work Year:

The position will have a 211 day work year and will be on the LaBUFA Coordinator salary schedule.