



**CERTIFICATED
Job Class Description**

Equal Employment
Opportunity

COORDINATOR, ENVIRONMENTAL STEWARDSHIP

DEPARTMENT/SITE:
INSTRUCTIONAL SERVICES

REPORTS TO:
**DIRECTOR OF INSTRUCTIONAL
SERVICES OR OTHER ASSIGNED
ADMINISTRATOR**

SALARY SCHEDULE: MANAGEMENT (GROUP 02)

LEVEL: Range 01

WORK YEAR: 12 Months

DATE CURRENT JOB DESCRIPTION APPROVED

Board of Trustees effective: June 13, 2024

JOB GOAL/PURPOSE:

To support the development and implementation of districtwide integration of environmental stewardship and climate resiliency, including curriculum, community, culture, facilities, and operations elements. In addition to overseeing the environmental stewardship initiative, also acts as a liaison between site and district-level sustainability efforts and decision-making teams.

ESSENTIAL FUNCTIONS, TASKS AND DUTIES:

The following duties are typical for this classification. Incumbents may not perform all the listed duties and may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

- Works with district and site leaders to support the development and implementation of environmental and climate action efforts in adherence with SBSB Board Policy and Administrative Regulations, CA Senate Bill 285, and the current principles and legislation surrounding Environmental Literacy.
- Proactively researches best practices related to Environmental Stewardship in alignment with state and federal law to support action steps.
- Leads efforts (e.g., committees, task forces, etc.) to engage with students, staff, families, and administration to develop strategies and goals related to sustainability.
- Initiates and coordinates district and site level facilities and operations sustainability projects (e.g., zero waste, carbon neutral energy, sustainable food, food recovery, outdoor classrooms, and gardens) aligning with district environmental and climate action plan goals, strategies, and projects.
- Monitors budget for environmental and climate action efforts. Plans and reconciles expenditures; allocates and disburses funds and provides appropriate rationale for expenditures.

- Represents environmental initiative(s) at districtwide meetings and events and develops communication materials that articulate environmental and climate action efforts to the public.
- Facilitates data collection of metrics and qualitative summaries to create district and site-level reports on environmental initiatives.
- Pursue certification and recognition that helps the District and sites be acknowledged as Environmental and Climate Action leaders.
- Provide supervision and evaluation of assigned staff. Act as hiring lead for assigned positions related to environmental stewardship.
- Researches and writes funding proposals for environmental and climate action campus projects. Follows through on coordinating, implementing, monitoring, and reporting grants awarded.
- Identifies opportunities to increase awareness through signage or campus sustainability dashboards that provide transparency and access to facilities, operations practices, and data.
- Support student leaders in selecting and implementing appropriate community impact projects related to facilities and operations.
- Work with district and site-level curriculum and instruction leadership to develop a clear vision and roadmap for integrating environmental and climate literacy into academic programming. This includes all subject areas and grade levels, including STREAM Labs.
- Identify and model examples of how to integrate environmental (and climate) literacy into the curriculum; examples include supplemental and thematic integration, solution-based project-based learning, design thinking, utilizing the campus as a laboratory for learning, integration of outdoor learning, Social and Emotional Learning focused around climate change, etc.
- Convenes districtwide environmental committee regularly and supports their involvement in developing and implementing an environmental and climate action plan that integrates environmental and climate action and literacy efforts into campus, curriculum, community and culture.
- Convenes student leaders, and elevates their voices in district sustainability committee meetings. Develop and lead efforts to strengthen student action teams that can participate in environmental and climate action efforts and annual environmental celebration/awareness events (e.g., Earth Week, World Environment Day, etc.).
- Supports districtwide training related to environmental impact behavior change campaigns (e.g., zero waste, resource conservation, etc.) for administrators, staff, teachers, and students.
- Supports communications and outreach efforts related to environmental and climate action efforts (e.g., newsletters, community events, annual sustainability reports).
- Supports connections between environmental and climate action and mental health efforts, including evidence-based practices, social and emotional learning, outdoor learning, and play.
- Assist with integrating environmental service opportunities into service learning or civic engagement activities.

JOB QUALIFICATIONS /REQUIREMENTS:

Responsibilities specific to each component of whole school sustainability integration include:

Knowledge of:

- Knowledge of student development and leadership development.
- California State Academic Content Standards and State Frameworks
- Next Generation Science Standards

- California Environmental Literacy Initiative (CAELI)
- State and local assessments: California Standards for the Teaching Profession and California Professional Standards for Educational Leaders
- Project-based Learning
- Strategic planning
- Grant writing
- District Board Policies and Administrative Regulations
- Personnel management and training, sound budgetary practices, educational theory, research, and current issues
- Sound principles of learning theory and instructional methodology

Skills:

- Skill in project management and organization
- Works well and collaboratively with various educational partners (e.g., students, teachers, parents, staff, administrators, district educational partners, etc.)

Ability to:

- High levels of communication skills, organizational skills, and technological literacy
- Ability to speak with confidence and authority on environmental and climate action issues
- A demonstrated capacity for leadership and a proactive approach to building leadership abilities through professional development

EDUCATION REQUIRED:

- Masters Degree (in a related field of study desirable)

EXPERIENCE PREFERRED:

- Minimum of 5 years of classroom teaching experience
- Site-level administrative or TOSA experience

CERTIFICATIONS AND TESTING REQUIRED:

- Must hold valid Teaching Credential
- Must hold valid Administrative Credential
- Pass the District's applicable proficiency exam (e.g., oral interview, written test, or work sample) for the job class with a satisfactory score
- After an offer of employment, obtain:
 - Criminal Justice and FBI Fingerprint Clearance
 - Negative pre-employment drug screen test at District's expense
 - Pre-employment physical exam at the District's expense
 - Negative TB test results plus post-employment retest as required (currently every four (4) years)

WORK ENVIRONMENT/PHYSICAL DEMANDS:

(Must be performed with or without reasonable accommodations)

- Outdoor environment with potential inclement weather
- Office environment with frequent interruptions and intermittent noise
- Regular travel between sites will be required to perform assigned duties. Transportation is the responsibility of the employee.
- Dexterity of hands and fingers to operate a computer keyboard and other office

equipment.

- Sitting or standing for extended periods of time; kneeling, bending at the waist, and reaching overhead, above the shoulders, and horizontally to retrieve and store files, working with nature and its elements
- Lift objects such as boxes containing documents and weighing up to 35 pounds
- Hearing and speaking to exchange information in person or on the telephone
- Seeing to read, prepare, and review various materials