

Job Description

READINGTON TOWNSHIP BOARD OF EDUCATION

3044 Coordinator
3044 Coordinator of Green Initiatives and Sustainability

JOB TITLE: Coordinator of Green Initiatives and Sustainability

REPORTS TO: Supervisor of Math, Science, and Technology

NATURE AND SCOPE OF JOB:

This position will require an individual to have a keen understanding of areas related sustainability education in grade K-8 schools. The successful candidate will have experience developing and implementing lessons in a classroom setting related to sustainability and school-wide programs to further enhance our green initiatives.

QUALIFICATIONS:

The Coordinator of Green Initiatives and Sustainability:

1. Hold a valid New Jersey teacher certificate, a certificate in educational administration preferred;
2. Possess a passion and knowledge for the development and implementation of sustainability practices in the district;
3. Demonstrate good communication skills with K-8 students as well as adults;
4. Demonstrate excellent leadership and organizational skills and the ability to motivate people;
5. Have a minimum of five years teaching experience;
6. Be capable and experienced in writing curriculum;
7. Demonstrate a good rapport with colleagues, administrators, parents and students;
8. Demonstrate creativity and a focused vision;
9. Possess an eagerness to learn and be willing to attend out of district workshops and conferences;

10. Continue professional growth through participation in state and national programs, conferences, and informational meetings with person(s) in related positions;
11. Possess and exhibit good listening skills;
12. Have experience supporting staff members in a variety of ways;
13. Demonstrate flexibility and a sense of calm under pressure;
14. Demonstrate the ability to communicate effectively in English, both orally and in writing;
15. Hold a valid New Jersey driver's license with no serious violations;
16. Meet such alternatives to the above qualifications as the Superintendent may find appropriate and acceptable.

JOB FUNCTIONS AND RESPONSIBILITIES:

The Coordinator of Green Initiatives and Sustainability shall:

1. Work cooperatively and collectively with principals, supervisors, and staff to ensure that instructional programs and services related to sustainability are coordinated in the schools uniformly and equitably;
2. Identify lessons for students in grades PK-8 related to green initiatives and/or sustainability;
3. Provide in-service training and orientation programs related to existing or new lessons, sustainability practices, and initiatives in the district.
4. Identify areas within the current curriculum where sustainability education can be infused.
5. Ensure the embeddedness of environmentalism and sustainability within the curriculum.
6. Meet with staff and students to promote energy conservation in schools.
7. Work with local, state and national partners to conserve resources, implement renewable solutions and be community leader in sustainable practices.

8. Engage in public outreach and service learning opportunities.
9. Read and research best-practices in green education and sustainable practices.
10. Attend all Green Committee meetings.
11. Identify grants in the area of sustainable education and provide assistance for staff in writing and submitting grants.
12. Coordinate and manage the application process for any future sustainability-related programs, awards, and certifications.
13. Explore and develop educational programs with students to expand green school initiatives.
14. Coordinate with the facilities department to identify areas needing adjustment in the area of sustainability.
15. Communicate and celebrate successes with a greater audience such as state and local events and the Board of Education.
16. Adhere to New Jersey school law, State Board of Education rules and regulations, Board of Education policies and regulations, and contractual obligations.

TERMS OF EMPLOYMENT:

The Coordinator of Green Initiatives and Sustainability shall be employed under the following items:

1. Stipend position;
2. All work to occur outside teaching duties, and may include summer;
3. conditions established by laws and codes of the State; and policies, rules and regulations established by the Board of Education (N.J.S.A. 18A:27-4 et seq.)

EVALUATION: The Supervisor of Math, Science and Technology shall evaluate the Coordinator of Green Initiatives and Sustainability according to this Job Description and such other criteria as established by the Board of Education.

Adopted: