

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: School Business Administrator and Supervisor of Math, Science, and Technology

NATURE AND SCOPE OF JOB:

The Coordinator of Green Initiatives and Sustainability will be responsible for working with administrators, teachers, non-certificated staff, parents, and community members to shepherd the district's vision for environmental sustainability. This position will also require an individual to have a keen understanding of areas related sustainability education in grade K-8 schools. The successful candidate will have experience in environmental sustainability efforts, best-practices in class lessons related to sustainability and school-wide programs to further enhance our green initiatives, and community engagement.

QUALIFICATIONS:

The Coordinator of Green Initiatives and Sustainability:

1. Have a Bachelor's degree in Environmental Science, Biology, Chemistry, Engineering or a related field. A teaching or administrative certificate preferred but not required;
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 three years experience in environmental sustainability;
6. Demonstrate a good rapport with colleagues, administrators, parents and students;
7. Demonstrate creativity and a focused vision;
8. Possess an eagerness to learn and be willing to attend out of district workshops and conferences;
9. Continue professional growth through participation in state and national programs, conferences, and informational meetings with person(s) in related positions;
10. Possess and exhibit good listening skills;
11. Have experience supporting staff members in a variety of ways;
12. Demonstrate flexibility and a sense of calm under pressure;
13. Demonstrate the ability to communicate effectively in English, both orally and in writing;
14. Hold a valid New Jersey driver's license with no serious violations;
15. 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. Assess and analyze policies and processes to identify areas in which improvements can be made in accordance with the organization's commitment to sustainability.
5. Propose and implement strategies to address various environmental concerns including energy use, conservation, reduction of pollution, recycling, building and facility design, and general education on sustainability.
6. Identify areas within the current curriculum where sustainability education can be infused and ensure the embeddedness of environmentalism and sustainability within the curriculum.
7. Meet with staff and students to promote energy conservation in schools.
8. Work with local, state and national partners to conserve resources, implement renewable solutions and be community leader in sustainable practices. Engage with local farms and support other food programs (i.e. gardens and food waste studies).
9. Engage in public outreach and service learning opportunities.
10. Read and research best-practices in green education and sustainable practices.
11. Attend all Green Committee meetings and support the work of the Green Committee.
12. Identify grants in the area of sustainable education and provide assistance for staff in writing and submitting grants.
13. Coordinate and manage the application process for any future sustainability-related programs, awards, and certifications.
14. Explore and develop educational programs with students to expand green school initiatives.

15. Coordinate with the facilities department to identify areas needing adjustment in the area of sustainability.
16. Draft and prepare reports, presentations, and proposals; present proposals and recommendations to the Superintendent, Board of Education, and other key stakeholders, as needed.
17. Support projects identified by the Board of Education, Green Committee, administration, and/or strategic plan.
18. Communicate and celebrate successes with a greater audience such as state and local events and the Board of Education.
19. 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, hourly rate based on experience;
2. Potential for this position to become a shared service among multiple districts;
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 School Business Administrator and the Supervisor 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: