

POSITION DESCRIPTION

TITLE:	Sustainability Coordinator	SUPERVISOR:	Superintendent
DEPARTMENT:	District-wide	CLASSIFICATION:	Extra Duty

I. Accountability Objectives:

- A. Demonstrates enthusiasm and consistently promotes district-wide sustainability initiatives.
- B. Communicates effectively with the District Sustainability Team and greater school community.
- C. Demonstrates leadership and facilitates green and healthy initiatives in the district.

II. Position Characteristics:

Salary: Per Employee Handbook

III. Position Relationships:

Reports to: Superintendent.

Coordinates with: Representatives from the following sectors: Faculty, Support Staff, Students, Food Service, Buildings & Grounds, School Board, Parent/Community.

IV. Position Qualifications:

A. Desired Qualifications:

1. Clear understanding of what sustainability in schools means.
2. Experience with implementing sustainable initiatives.
3. Leader in the school community who regularly interacts with people from the various sectors listed above.

B. Special Requirements:

1. Ability to work collaboratively with students, faculty, support staff, parents, and general community members to identify and implement sustainable initiatives that support the district's strategic plan/mission. It is important to solicit input and respond with identified action items to propagate sustainable change.
2. Ability to research sustainable initiatives appropriate for the school community regarding the following topics: energy, water, school site, recycling & waste, environmental health, transportation, health & wellness, environmental & sustainability education, and community involvement.

V. Position Responsibilities:

- A. Schedule and facilitate bi-monthly sustainability team meetings.
- B. Identify/Ensure representatives to serve on sustainable team from the following sectors: Faculty, Support Staff, Students, Food Service, Buildings & Grounds, School Board, Parent/Community.

- C. Takes initiative to provide sustainable ideas based on research.
- D. Facilitate the tracking and trending of resources where appropriate (i.e., energy usage, water usage).
- E. Recognize sustainable efforts and initiatives appropriately (i.e., news articles, website postings).
- F. Other duties as assigned or directed by the Superintendent.