

SANTA CLARA COUNTY OFFICE OF EDUCATION

CLASS TITLE: COORDINATOR - ENVIRONMENTAL LITERACY & SUSTAINABILITY

BASIC FUNCTION

Under the direction of the assigned supervisor, manages environmental literacy, sustainability, and school garden initiatives to provide support to schools, districts and Santa Clara County Office of Education (SCCOE) staff resulting in the improvement of educational opportunities for students; provides professional development, information and learning resources, and provides technical assistance to schools, districts, and SCCOE staff; collaborates and provides strategic planning to support with district and county-level teams to support school and district environmental literacy, climate action, and sustainability plans; manages, coordinates, coaches, and evaluates classified and certificated personnel; and performs related duties as assigned.

REPRESENTATIVE DUTIES

ESSENTIAL DUTIES:

Provides leadership and coordination in standards, curriculum, instruction, assessment, literacy, and educational resources in relation to environmental literacy, school gardens and sustainability.

Assists teachers and administrators with assessing, planning, implementing sustainability projects.

Oversees the implementation of environmental literacy and sustainability initiatives.

Develops and prepares the annual preliminary Science and Environmental Literacy budget; analyzes and reviews budgetary and financial data; controls and authorizes expenditures in accordance with established limitations; monitors revenue projections; coordinates the development of the annual preliminary budget as it relates to grant requirements.

Strengthens, develops, and implements school environmental literacy and sustainability policies that align with federal and state laws as well as regulations and best practices.

Develops and maintains partnerships with a wide variety of public and private agencies to support countywide environmental literacy and sustainability initiatives.

Provides technical expertise, information, and assistance county-wide to district sustainability teams and administrators, providing updated information on new school health-related laws, regulations, and best practices.

Provides technical assistance regarding Environmental Literacy and Sustainability including but not limited to provision of training, coaching, professional development, and related opportunities.

Convenes community of practice advocating for the implementation of environmental literacy and sustainability; serves as a liaison to and other environmental literacy community-based organizations.

Represents the SCCOE and attends work groups, conferences, departmental and interdepartmental meetings throughout the region including out of state travel as needed.

Coordinator - Environmental Literacy & Sustainability - continued**Page 2**

Plans, organizes, and implements long and short-term programs and activities designed to develop programs and services related to environmental literacy and sustainability.

Prepares and maintains a variety of narrative and statistical reports, records and files related to assigned activities; collects and analyzes qualitative and quantitative data to assess and evaluate overall effectiveness; ensures data collection, analysis, evaluation, and reporting of the individual and county-wide impact of services on students in areas of environmental literacy.

Writes, oversees, and manages Environmental Literacy and Sustainability grants as assigned.

Communicates with other directors, coordinators, administrators, personnel, and outside organizations to coordinate activities and programs, resolve issues and conflicts and exchange information.

Supervises and evaluates assigned classified and certificated personnel.

Attends and conducts a variety of meetings as assigned for the Integrated STEAM Department; serves on a variety of related committees.

Operates a computer and assigned software programs; operates other office equipment as assigned; drives a vehicle to conduct work as assigned.

OTHER DUTIES

Perform related duties as assigned.

KNOWLEDGE ABILITIES AND COMPETENCIES:**KNOWLEDGE OF:**

Effective strategies, innovative approaches, and models for environmental educational learning and programming;

Effective practices in planning and delivery of training/professional development in the areas of environmental education and sustainability;

Best practices in creating and promoting equitable programs and practices for all students;

Local state and federal standards and requirements related to environmental education and sustainability curriculum with the TK-12 school programming;

Operation of a computer and assigned software.

ABILITY TO:

Direct and evaluate the performance of assigned staff;

Design training and presentations tailored to meet the needs of the intended audience;

Speak and present to various stakeholder groups including the facilitation of meetings, and providing professional development to target audiences;

Advise on program design and effectiveness of curriculum;

Communicate effectively both orally and in writing;

Interpret, apply, and explain rules, regulations, policies, and procedures;

Establish and maintain cooperative and effective working relationships with others;

Operate a computer and assigned office equipment;

Analyze situations accurately and adopt an effective course of action;

Meet schedules and timelines;

Work independently with minimal direction;

Plan and organize work;

Prepare records and reports related to assigned activities.

LEADERSHIP TEAM COMPETENCIES:

- Develops and fosters effective individuals and teams;
- Operationalizes the organizational vision, mission, goals, shared values, and guiding principles;
- Demonstrates emotional intelligence;
- Models inclusive, effective, and authentic communication;
- Applies knowledge of the intersectionality of race, equity, and inclusion;
- Builds and sustains positive, trusting relationships;
- Conducts SCCOE operations with the highest moral, legal, and ethical principles.

EDUCATION AND EXPERIENCE

Master's degree in education or related field preferred, and five (5) years of increasingly administrative responsible experience in school administration or related field.

LICENSES AND OTHER REQUIREMENTS

- Valid California Administrative Credential
- Valid California Teaching Credential or PPS Credential
- Valid California Driver’s License

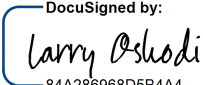
WORKING CONDITIONS


ENVIRONMENT:

- Office environment;
- Driving a vehicle to conduct work

PHYSICAL DEMANDS:

- Hearing and speaking to exchange information;
- Dexterity of hands and fingers to operate a computer keyboard;
- Seeing to read a variety of materials.

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 Approved: Larry Oshodi 3/21/2024 | 1:57 PM PDT
 Assistant Superintendent-Personnel Services Date

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 Authorized: Mary Ann Dewan, Ph.D. 3/21/2024 | 1:42 PM PDT
 County Superintendent of Schools Date