

**SAN MATEO COUNTY OFFICE OF EDUCATION  
COORDINATOR, ENVIRONMENTAL LITERACY AND SUSTAINABILITY**

**JOB SUMMARY:**

Under the direction of the Superintendent, the Environmental Literacy and Sustainability Coordinator coordinates and manages the SMCOE Environmental Literacy and Sustainability Initiative in San Mateo County.

**ESSENTIAL DUTIES:**

Duties may include, but are not limited to, the following:

- Provide leadership in the ongoing implementation of SMCOE's Environmental Literacy and Sustainability Initiative (ELSI) in San Mateo County that promotes environmental and climate literacy and supports educators in building their capacity to integrate environmental sustainability and climate ready practices into their curriculum and operations.
- Develop realistic and effective plans for meeting goals, establishing timelines and measurable outcomes, estimating required resources, and anticipating obstacles;
- Strengthen collaboration across the county by establishing, developing, and maintaining partnerships with government agencies and community organizations and connect to related initiatives regionally and statewide;
- Develop and maintain an effective data management strategy to monitor progress and keep track of partnerships and involvement in ELSI programs;
- Plan and facilitate meetings with multiple stakeholders within a collaborative governance structure;
- Plan, design, and implement training, and professional learning activities using various blended and online learning technologies and methodologies;
- Coordinate activities and provide training and assistance to enhance educator and administrator skills and understanding related to environmental and climate literacy, and sustainable and climate-ready schools practices;
- Develop and implement strategies and training activities to enhance educational effectiveness and student learning in environmental and climate literacy;
- Serve as a liaison and coordinate communications, activities and information among County Office administrators, personnel, school districts, outside organizations, governmental agencies, and the public;
- Supervise and evaluate the performance of assigned personnel;
- Assist in the development and preparation of annual preliminary budgets; review and evaluate budgetary and financial data;

- Participate in researching, obtaining, and maintaining grants and other funding sources; prepare proposals and assist with developing and maintaining contracts as required;
- Compile, review and analyze a variety of technical data and information related to instructional area; prepare and maintain a variety of records and reports;
- Initiate, develop, and prepare contracts/agreements with external entities, as needed;
- Drive a vehicle to conduct work; visit sites and classrooms to monitor educational activities;
- Attend and participate in a variety of meetings, task forces, seminars, in-services and conferences that support SMCOE's work as directed;
- Coordinate, as needed with other SMCOE-related initiatives;
- Perform related duties as assigned.

## **KNOWLEDGE, SKILLS AND ABILITIES:**

### KNOWLEDGE OF:

- Effective strategies, approaches, and models for integrating environmental and climate literacy into curriculum and instruction;
- Effective practices in the planning and delivery of training/professional development;
- Effective strategies and practices for creating sustainable and climate-ready school campuses;
- Equitable and effective approaches to engage and empower youth to take action to address sustainability, climate change, and environmental justice in their communities;
- Best practices in promoting equitable programs and practices for all students;
- Local, state, and federal standards and requirements related to environmental education in K-12 public education;
- Diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of San Mateo County students;
- Basic budget preparation and control;
- Applicable laws, codes, regulations, policies, and procedures;
- Interpersonal skills using tact, patience and courtesy;
- Public speaking techniques;
- Operation of a variety of office equipment including computers, projectors, and assigned software.

### SKILLS AND ABILITY TO:

- Provide consultation and technical assistance concerning environmental education and the creation of sustainable campuses and school communities;

- Design, develop, implement and conduct training, oral presentations, and professional development;
- Facilitate groups in planning, problem-solving, and decision-making;
- Collaborate successfully with diverse groups;
- Coordinate activities to enhance faculty and administrative understanding of educational practices, curriculum standards, and instructional strategies;
- Interpret, apply and explain laws, codes, regulations, policies, and procedures;
- Supervise and evaluate the performance of assigned personnel;
- Communicate effectively both orally and in writing;
- Establish and maintain cooperative and effective working relationships with others;
- Analyze situations accurately and adopt an effective course of action;
- Identify, write, and manage grants
- Meet schedules and timelines;
- Work independently with little direction;
- Prepare and maintain various records, reports and files;
- Operation of a variety of office equipment including computers, projectors and assigned software.

## **QUALIFICATIONS**

### **Education & Experience:**

- Minimum of three (3) years of teaching experience
- Minimum of three (3) years administrative experience
- A Master's Degree in education or related field
- Experience and/or background in environmental education and sustainability

### **Desired Qualifications:**

- Experience managing educational initiatives or programs
- Experience in leading environmental education, literacy, and sustainability initiatives

### **Licenses & Other Requirements:**

- Valid Teaching Credential
- Valid Administrative Services Credential or willingness to enroll in an administration credential program
- Possession of a valid and appropriate California driver's license; have a minimum required insurance coverage as mandated by the state of California for operation of a vehicle

## **WORKING CONDITIONS:**

#### ENVIRONMENT:

- Varies from a climate controlled office setting to working outdoors with temperatures ranging from mild/moderate to extreme cold/heat
- Office environment: constant interruptions
- Outdoor environment: drive personal vehicle to conduct work, visit sites, and travel to other organizations and companies, meetings and workshops

#### PHYSICAL DEMANDS:

- Dexterity of hands and fingers to operate a computer keyboard and other office equipment
- Read printed matter and computer screens
- Ability to sit for extended periods of time, stand, stoop, bend, and walk
- Perform lifting, pushing and/or pulling of objects which normally does not exceed 50 pounds and is an infrequent aspect of the job
- Hearing and speaking to communicate within a normal range, give directive to small or large groups of people and exchange information in person and on the telephone