

**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 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;
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- 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-

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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