

## **SAN MATEO COUNTY OFFICE OF EDUCATION**

Director, Environmental Literacy and Sustainability, Superintendent's Office

### **JOB SUMMARY:**

Under the direction of the Executive Director, Strategy and Communications, the Director manages and directs all aspects of the SMCOE Environmental Literacy and Sustainability Initiative in San Mateo County. This role leads and implements a broad Environmental Literacy and Sustainability Initiative across San Mateo County and supports educators and school communities to integrate environmental sustainability across their campuses, curricula, communities, and cultures.

### **ESSENTIAL DUTIES:**

- 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 community resources and outside agencies as well as connect to related initiatives regionally and statewide
- Work closely with the Business Services and other departments to drive sustainability initiatives at SMCOE facilities and support school districts on their environmental literacy and sustainability initiatives
- Maintain an effective constituent relationship management (database) strategy that maintains and monitors key relationships among affiliated individuals and organizations
- 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
- Direct activities and provide training and assistance to enhance faculty and administrative skills and understanding related to environmental literacy and sustainability
- Develop and implement strategies and training activities to enhance educational effectiveness and student learning in the areas of environmental literacy and sustainability
- Serve as a liaison and coordinate communications, activities and information between County Office administrators, personnel, school districts, outside organizations, governmental agencies and the public
- Supervise and evaluate the performance of assigned certificated and classified staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; provide or coordinate staff training
- Develop and prepare annual preliminary budgets; review and evaluate budgetary and financial data
- Participate in researching, obtaining, and maintaining grants and other funding sources; prepare proposals and develop and maintain contracts as required
- Compile, review and analyze a variety of technical data and information and prepare and maintain a variety of records and reports
- Initiate, develop, and prepare contracts/agreements with external entities, as needed

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- 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
- Next Generation Science Standards
- Environmental Principles and Concepts
- Project-Based Learning
- Place-Based Education
- Curriculum and effective teaching practices
- Adult Learning Theory
- Community resources
- District operations policies, rules, and regulations

**SKILLS AND ABILITY TO:**

- Develop and maintain cooperative and effective working relationships with staff, administrators, community members, partners, and press
- Work independently with little direction
- Plan and present professional development
- Develop project progress reports and/or recommendations
- Write effectively for varied audiences
- Communicate effectively to a variety of audiences
- Direct multiple projects concurrently
- Perform a variety of complex technical tasks involving the use of independent judgment, with accuracy and speed
- Be flexible, patient, and able to work under pressure
- Apply organizational, critical thinking, and analytical skills
- Coordinate a variety of activities and community events
- Manage volunteers and community groups
- Communicate the availability of resources to schools
- Proficiently operate computer and standard office equipment

- Interpret, apply and explain laws, codes, regulations, policies, and procedures;

**EDUCATION AND EXPERIENCE:**

- Bachelor's degree in job-related area required
- Master's degree in job-related area preferred
- Minimum five (5) years of teaching experience
- Minimum two (2) years in an educational leadership role

**LICENSES AND OTHER REQUIREMENTS:**

- Valid Administrative Services Credential
- Valid Teaching Credential
- This position may require employees to travel locally, and specifically, employees must be able get themselves to different locations during their workday. Employees will be responsible for ensuring that they can timely move between locations during their workday either via driving themselves with a valid driver's license or using other modes of transportation, including a ride hailing service, taking a taxi, carpooling, bicycling, etc.

**WORKING CONDITIONS:** The characteristics described below are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**ENVIRONMENT:**

Varies from a climate-controlled office setting to working outdoors with temperatures ranging from mild/moderate to extreme cold/heat

- Indoor and outdoor work environment
- Office environment: constant interruptions
- Outdoor environment: travel locally to visit sites, other organizations and companies, meetings, and workshops

**PHYSICAL DEMANDS:**

- Operate a computer keyboard, mouse, copy machine, printer, and other office equipment
- Read printed material and computer screens
- Remain in a stationary position for extended periods of time
- Position self to access office equipment, materials, and files
- Move equipment weighing up to 50 pounds and is an infrequent aspect of the job
- Communicate within a normal range, give directives to small or large groups of people, and exchange information in person and on the telephone