

JOB DESCRIPTION

Position Title:	Environmental Education Coordinator Job Description	
Qualifications:	BA Degree in Environmental Education	
Department:	West Salem School District Office	
Reports To:	Elementary School Principal	
Prepared By:	Superintendent	Date: July 2007
Approved By:	Board of Education	Date: October 22, 2007

- I. **Summary:** Serve as the district consultant regarding environmental education and science curriculum. To coordinate the improvement and maintenance of the school forest and lodge. To serve as the chair of the District School Forest Committee and serve on the District Science Curriculum Committee To develop and implement expanded programs for four season use of the facilities and curriculum for the students and community of West Salem and other area school districts.

II. **Essential Duties and Responsibilities:**

Summary:

- A. Lead the development and implementation of the K-12 Environmental Education curriculum.
- B. Serve on the K-12 science curriculum and 9-12 agricultural science curriculum committee
- C. Work with teachers and principals to infuse Environmental Education into all subject areas with the greatest emphasis in science, social studies, art, and health.
- D. Work with audiovisual and library media directors in establishing and enlarging the district's collection of learning materials pertinent to environmental education.
- E. Conduct in-service workshops for teachers and volunteers to enlarge and reinforce understanding and appreciation of conservation and environmental issues.
- F. Coordinate non-classroom supplementary learning experiences for student groups, including field trips and outdoor education classes, in support of environmental education.
- G. Interpret the outdoor education program and curriculum to parents and the community.
- H. Coordinate activities of the district environmental education program with professional agencies such as the US Fish and Wildlife, Department of Natural Resources, US Geological Survey and other local, regional and national agencies.
- I. Compile and maintain a directory of community resources (people and places) available to add breadth, depth, reality, and pertinence to the environmental education curriculum.
- J. Serve as faculty resource person to all teachers, students, student clubs and activity groups interested primarily in environmental issues.
- K. Identify, recruit and train individuals to help deliver environmental programs.
- L. Coordinate the annual yearlong Environment Day program at the Elementary School and biannual Environmental Awareness Day at the High School.
- M. Coordinate management activities at the Outdoor Education Center.
- N. Coordinate maintenance of Outdoor Education Center buildings and grounds.
- O. Act as liaison between Environmental Education school district and resource professionals responsible for land management at the Outdoor Education Center.
- P. Develop and implement plan for use of the Outdoor Education Center by other school districts, community groups and businesses as a revenue-producing venture.
- Q. Oversee Environmental Education development and implementation of an Outdoor Education Center summer school program.
- R. Coordinate use of the Outdoor Education Center by all grade levels.
- S. Substitute in Middle and High School science classes when available.
- T. Act as science equipment manager for the Elementary hands-on science equipment.

- U. Recruit individuals to serve on the Outdoor Education Center Environmental Education Committee
- V. Chair Outdoor Education Committee.
- W. Update permits and maintain scientific animal collection used in environmental education programs.
- X. Write grants to secure funding for environmental education and outdoor education center programs.
- Y. Serve on state and local Environmental Education Committees that insure quality programs in Wisconsin schools.
- Z. Provide staff with information regarding professional development workshops, seminars and conferences pertaining to environmental education.
- AA. Stay abreast of current environmental problems, issues, programs, and state and local citizen involvement activities.
- BB. As a representative of the school district deal with the public in a courteous and professional manner.
- CC. Perform all such other duties assigned.
- DD. Be knowledgeable and follow all district policies.

III. Supervisory Responsibilities:

None

IV. Qualification Requirements:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required.

A. Education and/or Experience

A Bachelor Degree in Environmental or related field and two years experience in related work.

B. Certificates, Licenses, Registrations:

Hold a current Wisconsin DPI teaching or substitute license. Maintain updated First Aid, CPR and AED certification and hold a current driver's license.

C. Language Skills:

Ability to read, analyze and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to take Environmental Education notes, writes drafts of minutes, edit reports, and complete business correspondence. Ability to effectively respond to requests and questions from groups of staff, school board members, and the general public. Ability to make oral presentations to groups of staff, students, parents and or community members.

D. Mathematical Skills:

Ability to read charts, graphs and compute sums.

E. Reasoning Ability:

1. Ability to define problems, collect data, establish facts and draw valid conclusions.
2. Ability to interpret an extensive variety of technical instruction in deal with several abstract and concrete variables.
3. Ability to maintain a high degree of confidentiality within and outside the school and work Collegially with all staff members.

F. Technology Skills:

1. Demonstrate the ability to use appropriate technology to process, store, and retrieve data required for the position.
2. Demonstrate appropriate software skill levels for word processing, spread sheets development, and construct and present visual presentations, and telecommunications skills.

G. Physical Demands:

1. The physical demands described here are representative of those that must be met by an Employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
2. While performing the duties of this job, the employee is regularly required to stand, walk, sit, talk or hear. The employee is occasionally required to reach with hands and arms, stoop, kneel, crouch or crawl. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision and the ability to adjust focus.

H. Work Environment:

1. The work environment characteristics described here 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.
2. The noise level in this environment is quiet to loud, depending upon the activity in the particular part of the day.

The information contained in this job description is for compliance with the American with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. The individual currently holding this position performs additional duties and additional duties may be assigned.