

Tri-County Area School District
Plainfield WI 54966

Job Description

JD TEA 501
Updated: September 2009

Position Title: **Environmental Education Coordinator**

Qualifications:

- Preferred Bachelor's Degree of higher in life science, ecology, biology, etc. and successful classroom teacher.
- Ability to work well with others in a team environment.
- Ability to accept direction from supervisors.
- Ability to follow work rules and procedures
- Ability to accept constructive criticism.
- Ability to lead and manage others effectively.

Immediate Supervisor: Building Principal

Position Function

This individual is a licensed regular professional employee who insures implementation of the district's Environmental Education Curriculum by working with all staff in all K-12 content areas. The position requires assisting all K-12 staff in meeting the district's Environmental Education Goals in order to produce environmentally literate citizens.

Specific Responsibilities:

1. Establish and consolidate a working Environmental Education (EE) curriculum from existing PreK-12 content area curriculums, and align it with current state standards.
2. Correspond the Environmental Education objectives to the major Environmental Education District Goals.
3. Actively engage K-12 teachers in implementing the Environmental Education curriculum by infusing into all content area curriculums.
4. Assist staff in becoming knowledgeable about local and global environmental issues and help them implement environmental activities, which address those issues.
5. Train students as Environmental Education counselors and teacher helpers.
6. Coordinate Pre K-I2 school forest and other Environmental Education trips requested by staff (includes buses, first aid, supplies/materials, clean up, equipment).
7. In cooperation with the School Forest Advisory Committee, develop and maintain a long-term plan for the environmental education program.
8. Solicit and work with the community to gain support of the Environmental Education program and the school forest.

9. Work with and be a member of the School Forest Committee in order to coordinate their goals and aspirations for the school forest and to solicit their support in implementing the Environmental Education program.
10. Maintain an inventory and secure storage of ALL literary audio-visual material and other educational materials purchased or donated for the Environmental Education program.
11. Maintain a supply and equipment inventory that is used at the school forest and by the K-12 staff for the Environmental Education program.
12. Upon request, provide a report on the environmental education program goals and objectives, school forest usage and development, and expenditures and receipts.
13. Attend Environmental Education workshops and continue coursework to maintain a knowledge base and to remain current of Environmental Education issues.
15. Work with the maintenance staff to oversee the educational aspects of the District recycling program.
16. Coordinate the District's Earth Week Activities Pre K-12.
17. Serve as the District liaison for the State Environmental Education Board and other such governmental or agency entities.
18. Pursue federal, state and local grant monies available for the school forest and District Environmental Education program.

Evaluation: Performance of this job will be evaluated with provisions of the Board's policy on evaluations of employees. Evaluation is to be done by the 7-12 principal.