**POSITION TITLE:                 Manager - Environmental Sustainability**

**FTE:**              **1.00**

**POSITION LOCATION:                Balas Administrative Building**

**SALARY:**                                              **$75,000 - $85,000**

**REPORTING RELATIONSHIP: Executive Director, Environmental Sustainability**

**POSITION SUMMARY:**

Under the direction of Executive Director, Environmental Sustainability, assists in the development, continuous improvement, and implementation of a new Ann Arbor Public Schools Environmental Sustainability Framework in alignment with Board of Education Policy 8000: Environmental Sustainability. Achieves fulfillment and ongoing compliance of the ES Framework with aligned implementation and evaluation of sustainability initiatives, education, programs, operations and capital improvements.

Responsibilities include:

* assist with baseline assessment studies of current district-level and school-level sustainability initiatives in all areas of operations and academic program delivery;
* collect, analyze and compile annual updates to a district greenhouse gas inventory, including energy, water, waste, food, transportation, purchased materials, and other areas;
* conduct assessments and/or applicable sustainability benchmarking reviews of AAPS facilities to understand energy use and environmental impact;
* develop recommendations for phased improvements in all areas that includes potential investments required, timelines, benefits, and challenges of potential options to reach environmental sustainability goals in the AAPS;
* assist in developing connections between district-level operational environmental sustainability initiatives and the core teaching and learning mission of the district;
* promote environmental justice and equity within the AAPS;
* serve as a district representative in the community on issues of environmental sustainability;
* manages the collection and reporting of sustainability metrics to AAPS staff and students, the Board of Education, Superintendent, as well as the community at large;
* assist in the preparation of reports to the Superintendent and Board of Education on progress.

**MINIMUM QUALIFICATIONS:**

The following is a list of qualifications for the position, any one of which may be waived by the Board of Education in exercising its prerogative to determine qualifications:

1. Bachelor's Degree in a field related to environmental sustainability and organizational change management, or a minimum of two years of college with additional and equivalent certification in the field. Master's Degree preferred.
2. Minimum of 5 (five) years of experience implementing environmental sustainability initiatives for institutions and/or business organizations.
3. Demonstration of progressively more responsibility and expansive experience.
4. Excellent interpersonal skills including verbal and written communication skills.
5. Experience with K-12 schools, municipalities, and/or state agencies is strongly desired.
6. Experience with budgets, financial tracking and reporting.
7. Demonstration of a professional network in environmental sustainability and a track record of continuous professional development in the field.
8. Self-motivated and self-directed.

**DESIRED QUALIFICATIONS:**

Knowledge of:

* greenhouse gas inventories, life cycle assessments, sustainability frameworks and benchmarking, environmental product declarations, and other sustainability related analysis tools;
* climate and carbon research and other key environmental sustainability issues with an emphasis on how they can be integrated into public school environments to create measurable value;
* experience with delivery and development of K-12 curriculum;
* principles of management, organization and administrative analysis;
* organizational change management;
* taskforce and/or committee facilitation and associated deliverables;
* general terms, procedures, and practices used in public school/institutional transportation systems, food systems, purchasing, solid waste systems, energy and water use;
* recordkeeping, budgeting, financial projection tools including;
* general terms, procedures, and practices used in planning, design, construction, operations and maintenance of school district facilities and grounds;
* effective public relations and communications techniques.

Ability to:

* + perform a wide range of professional, administrative, advocacy, and liaison duties involved in the organizational change management and environmental sustainability;
	+ work effectively with district staff and representatives of a variety of public agencies, community groups, and private industry;
	+ able to mentor and lead;
	+ able to multitask, prioritize, and manage time efficiently;
	+ communicate effectively with a wide range of individuals both orally and in writing;
	+ prepare written analysis and recommendations for tracking, measuring and maintaining sustainability goals.

 **JOB RESPONSIBILITIES*:***

1. Assist and/or lead the implementation of environmental sustainability initiatives at the district and school levels.
2. Establish project schedules and plans, including milestones, identification of critical path items, and contingency plans.
3. Routinely meets with school and central office staff to ensure project success.
4. Develop, monitor, and report project budgets.
5. Assist with the requisition of materials, supplies, and equipment for projects and to meet the goals established through the ES Framework.
6. Assists in the budget planning and workload management activities involving staff and district needs.
7. Evaluate the performance of assigned staff.
8. Prepare oral and written reports.
9. Make recommendations on short and long-term strategies for the implementation of the ES Framework.
10. Work directly with Executive Director, Environmental Sustainability on projects, reports, and long-range planning.
11. Able to manage a budget, to set and reach short and long-term financial goals.
12. Work cooperatively with a wide variety of individuals including departmental staff, community members, building administrators and site-based committees.
13. Other related duties and responsibilities as assigned.

**LANGUAGE SKILLS:**

Ability to read and interpret documents such as financial reports, safety rules, sustainability reports, grant documents and others job related documents.  Ability to write routine reports and correspondence. Ability to speak effectively before groups of people.

**MATHEMATICAL SKILLS:**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

**REASONING ABILITY**:

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.  Ability to deal with problems involving several concrete variables in standardized situations.

**PHYSICAL DEMANDS**:

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.  While performing the duties of this job, the employee is frequently required to stand, stoop, walk, climb, twist, kneel and crawl for extended periods of time. While performing the duties of this job, the employee may occasionally push or lift up to 60 lbs.  The employee is directly responsible for safety, wellbeing, or work output of other people.  Specific vision abilities required by this job include close vision such as to read handwritten or typed material, and the ability to adjust focus. The position requires the individual to meet multiple demands from several people and interact with the public and other staff.

**WORK ENVIRONMENT**:

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.  The noise level in the work environment is quiet to loud depending upon the activity in the particular part of the day and location. Work is done both in an indoor office and outdoor site environments.