

## Santa Fe Public Schools - Sustainability Program Specialist Job Description 12/15/2017

### General Function:

This position will serve under the direction of the Santa Fe Public School's Energy and Water Conservation Program Coordinator and will primarily be responsible for supporting and implementing projects and initiatives at SFPS under the Sustainability Program. Areas of focus will include collaboration on the development and implementation of the District Sustainability Plan, as well as energy efficiency and renewable energy project development, water conservation, and waste minimization and recycling. Primary responsibilities will also include support of SFPS educators, students, and staff by providing curriculum opportunities, resources, and training to facilitate teaching of STEM concepts in the context of environmental sustainability. This position will serve as a bridge between the classroom and the SFPS' Sustainability Program, as well as other municipal, state, federal, and global efforts to address critical energy, natural resource, and climate issues.

The objectives of this position are to: 1) significantly advance SFPS' Sustainability Program by supporting ongoing sustainability efforts and developing program capacity and participation among faculty, staff, and students; and 2) provide curriculum opportunities that support SFPS educators in preparing more graduates for rewarding careers requiring STEM proficiency, thereby developing the future workforce for the sustainability employment sector that is growing locally, nationally, and globally. Under this second objective, the position is intended to facilitate and enhance STEM education by supporting SFPS educators, rather than create additional workload or time commitments for them.

The main function of this position is to support and expand SFPS' existing Sustainability Program. Since 2010/11, the Sustainability Program has made substantial gains by lowering facility operating costs while also reducing the District's environmental footprint. The position's secondary function will be to coordinate with our community's many community partners, scientists, non-profits, environmental groups, business leaders, and SFPS staff to create and enhance STEM curriculum opportunities, utilizing SFPS' own facility sustainability projects as important teaching tools to engage STEM education. The many sustainability investments SFPS has made in its facilities offers a unique opportunity to teach STEM concepts district-wide in the context of highly relevant challenges such as renewable energy and energy efficiency, natural resource conservation, and climate change.

### Education/Training Experience:

**Minimum:** Bachelor's degree in related discipline, or equivalent proven performance. 1-3 years full-time equivalent work years in the fields of sustainability and education. Work experience in the environmental/sustainability field, with preference given to candidates with professional project and task management experience, and related organizational policy. Candidate must be able to work collaboratively, take initiative, and work independently. Demonstrated excellence in written and oral communications skills. Proficiency in google applications and Microsoft Office suite

**Preferred:** Master's degree in related discipline. 3-5 years full-time equivalent work years in the fields of environmental consulting, policy development, government or academic sustainability programs, or facility operations. Knowledge related to renewable energy and energy efficiency, water conservation, waste minimization and recycling, and related organizational policy. Strong familiarity with environmental sustainability concepts and science, technology, engineering, and math applications in the sustainability field. Considerable knowledge of Common Core, Next Generation Science Standards and experience with curriculum development, implementation, and monitoring. At least one year of teaching at the K-12 level. At least one year of experience with fundraising/grant development. Bilingual – English/Spanish.

### **Essential Job Functions:**

All functions are performed in accordance with established policies, procedures, safety and environmental regulations, facility and computer security policies and procedures. Functions are subject to change from time to time to meet the needs of the District. Current essential functions include but are not limited to the following:

- Assist the SFPS Energy and Water Conservation Coordinator with development and implementation of the District Sustainability Plan, including defining goals, strategies, resources, partners, performance metrics, and reporting requirements.
- Assist the SFPS Energy and Water Conservation Coordinator with Program and Plan initiatives and projects at SFPS facilities, including procurement for professional and contractor services, monitoring and maintaining facility equipment and instrumentation,
- Collect, maintain, and upload data to the SFPS website.
- Encourage and facilitate sustainability efforts initiated by faculty, staff, and students; foster and coordinate new ideas and concepts for sustainability initiatives and identify materials and resources to supplement, expand, or improve existing Energy and Water Conservation Program.
- Based on research of successful programs and “best practices” at other public school districts, plan and implement programs to enhance STEM education through problem solving that addresses environmental sustainability challenges. Related tasks will include coordination with partners, developing budgets, fund-raising, monitoring, and reporting.
- Plan and conduct grade-level specific teacher training sessions to facilitate awareness and use of SFPS’ USGBC curriculum subscriptions, and other relevant curriculum opportunities.
- Identify opportunities in SFPS curriculum to incorporate STEM concepts and skills to understand and address real-world challenges such as climate change, drought, threatened and endangered species, waste management, and pollution;
- Respond to specific requests from SFPS teachers by conducting lesson specific research and distilling this information for ready use in the classroom.
- Develop, plan, coordinate, and implement activities, including but not limited to, seminars, teacher trainings, and public events and other programs related to SFPS’ Sustainability Program.
- Coordinate with SFPS teachers, administrative staff, and outside professionals to plan and conduct relevant field study to nearby project sites and facilities.
- Coordinate with SFPS departmental staff to increase student participation in and awareness of existing SFPS programs to conserve energy, promote renewable energy, conserve water, promote water reuse, reduce waste, and promote material recycling and reuse.
- Research and obtain useful teaching multi-media materials, kits, and equipment.
- Research applicable grant funding, submit funding applications, and perform grant reporting to funding entities, as required.
- Monitor and evaluate program effectiveness, document performance trends, and recommend and implement modifications to improve program effectiveness.
- Communicate program activities to SFPS Board at public meetings, in reports, or other avenues as requested.
- Prepare memos, newsletters, teacher training material, visual presentations and graphics, curriculum documentation, field study event schedules, program budgets, and grant reports.
- Performs other related duties as assigned.