



## **COORDINATOR, ENVIRONMENTAL STUDIES PROGRAM**

### **GENERAL RESPONSIBILITIES**

Under the leadership of the Executive Director of Secondary Teaching (*Executive Director*) and Learning and the Senior Executive Director of High Schools, the position is responsible for coordinating, implementing, directing, and marketing the division's environmental studies program. As an instructional leader, this position is responsible for planning classroom instruction that is in alignment with the division's approved curriculum and ensuring an atmosphere and environment that is conducive to the intellectual, physical, social and emotional development of all students.

### **ESSENTIAL FUNCTIONS**

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Serve as the point-of-contact for program initiatives; communicate the program's vision, mission and goals to all stakeholders.
- Serve as the on-site administrator and instructional leader for the environmental studies program.
- Establish relationships with colleagues, students, parents and the community which reflects recognition of and respect for every individual.
- Identify and coordinate community and educational partnerships to match resources with program needs.
- Promote the program to prospective community stakeholders including students, parents, universities, and potential employers.
- Direct and maintain the day-to-day operation of the program.
- Work collaboratively with the Executive Director to develop, prepare and monitor the program's budget.
- Update and maintain the program's website.
- Review and analyze assessment data used to evaluate the success and effectiveness of the program.
- Conduct research to prepare and write grants to secure additional funding for the program.
- Maintain accurate and complete records as required by law and VBCPS policies and regulations.
- Provide guidance in the selection of textbooks and other instructional material and equipment for the program.
- Develop and update instructional materials including curriculum guides, parent/student documents, assessment instruments, and report cards.
- Develop short and long-range goal for the program with an emphasis on alignment and articulation.
- Maintain inventory of all instructional materials.
- Work collaboratively with the Executive Director to manage the application and selection process of program students.
- Implement all policies and rules governing student life and conduct; develop reasonable rules of classroom behavior and procedure; counsel students and carry out corrective discipline when needed.
- Supervise student interns and mentors associated with the program.
- Prepare and deliver instruction that provides a program of study that meets the needs, interests, and abilities of all students.
- Take all necessary and safety precautions to protect students, equipment, materials, and facilities; administered first as needed.
- Visit the classroom of teachers in the program and provide follow-up consultation; evaluate all teachers assigned to the program.
- Collaborate with the Coordinator of Secondary Science to develop, plan, and conduct professional learning opportunities.
- Work collaboratively with staff members of the Department of Teaching and Learning and other departments, as assigned.
- Work with all high school administrators and counselors to communicate information as appropriate.
- Perform other duties as required.



**KNOWLEDGE, SKILLS, AND ABILITIES**

Must possess a thorough knowledge of the principles and practices of curriculum, instruction and assessment; comprehensive knowledge of environmental studies; knowledge of and effective skills with regards to budget development, curriculum development, textbook selection, and discipline. Must have the ability to analyze information and evaluate results to choose the best solution and solve problems; ability to guide and train teachers in effective instructional techniques and strategies; ability to develop and present ideas effectively, orally and in written form; and ability to establish and maintain effective working relationships with school administrators, teachers, staff and the public

**EDUCATION AND EXPERIENCE**

**Required:** Master’s Degree with a postgraduate professional license endorsement in Administration & Supervision PreK-12 and three (3) years of teaching experience.

**Preferred:** Five (5) years of teaching experience and/or experience instructing AP Environmental students.

**PHYSICAL REQUIREMENTS**

Significant standing, walking, moving, climbing, carrying, bending, kneeling, crawling, reaching, handling, pushing and pulling. Environmental Conditions: Must be able to teach outdoors in different terrains. The job may risk exposure to dusts and pollen, extreme heat and/or cold, wet or humid conditions, wildlife and insects.

**SPECIAL REQUIREMENTS**

Possession of a valid driver’s license

Regular and reliable attendance is an essential function of this position.

FLSA Status: Exempt	Description: 1/20/20
---------------------	----------------------