



# Evanston/Skokie School District 65 Job Description

Evanston/Skokie School District 65 is Committed to equitable outcomes for all children, racial equity, restorative justice practices, innovative learning, collaborative teaming, and building community.

**Title: Sustainability Coordinator**

**Reports to:** Director of Operations

**POSITION SUMMARY:** The Sustainability Coordinator provides coordination of the District’s sustainability initiatives to support a comprehensive and system-wide climate action program that meets city, state, and national goals and becomes a model for school districts across the nation. The initiatives coordinated by the Sustainability Coordinator include district-wide planning and project management related to sustainable practices within facility operations, material management, waste disposal, energy management, and nutrition services. Additionally, the Sustainability Coordinator will support school administration, teachers, and students to achieve a culture of sustainability integrated within all relevant curricula, classroom practices, and school operations, functions, and events.

In District 65, sustainability is the collective commitment and holistic approach to conserve resources and create thriving, healthy, equitable, diverse, and resilient school communities. When staff, students, and our communities proactively work together to integrate environmental priorities within the classroom and with our use of facilities, energy, transportation, materials, and food, we can best prepare our children for a healthier, cleaner, and more sustainable future.

## **SPECIFIC DUTIES & RESPONSIBILITIES:**

- Works with district and school leadership and the D65 Climate Action Team to develop and implement a climate roadmap that is aligned with District 65 MIRACLES Tenets and the City of Evanston’s Climate Action Resilience Plan (CARP).
- Creates a district-wide culture of conservation of resources through education and awareness campaigns to create sustainable school and classroom supply, energy, and food use.
- Facilitates professional learning for faculty and staff, including best practices for creating “green” facilities, classrooms, and functions.
- Provides regular training/education for key staff on lunchroom green/sustainable practices and procedures.
- Meet regularly with the Director of Operations, the Nutrition Services Coordinator, and the Transportation Coordinator to:
  - Ensure equal access to recycling, composting, and food recovery in the lunchrooms and beyond.
  - Identify and make improvements in daily practices and campus operations
  - Determine needs for purchasing materials, supplies, equipment, and services, including oversight of universal green purchasing/procurement programs.
  - Prepare recommendations for improved efficiency of recycling/waste management operations and functions.

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- Collaborates with District 65 Grant Coordinator to research alternative energy sources or plans to align with existing grants and identifies and submits proposals for new applicable grants and funding opportunities.
- Coordinates and manages the application for future sustainability-related programs, awards, and certifications.
- Works directly with the District 65 Communication team to provide content for internal and external communications on sustainability program progress, including announcements, flyers, surveys, social media and print media, and the District website.
- Prepares and submits regular progress reports and supporting information for the Board of Education, and attends Board meetings as needed.
- Attends quarterly Wellness Council meetings to support further development of districtwide sustainability initiatives, including local food procurement.
- Works with student councils at the schools on ways to implement and expand green school initiatives.
- Creates and maintains healthy indoor and outdoor environments through:
  - implementing Green cleaning practices that comply with the IL Green Cleaning Act
  - improving building air quality
  - ensuring adherence to Integrated Pest Management practices
  - increasing native plantings across the district that will improve biodiversity, stormwater management, opportunities for curricular connections, and grounds beautification.
- Facilitates meetings, workshops, seminars, etc. for the purpose of identifying issues, developing recommendations, supporting staff, and serving as a district representative.
- Convenes school leadership to foster community and program cohesion. Promotes collective problem identification and resolution to enhance District 65's green sustainability practices and outcomes.
- Researches sustainable systems, practices and models, and guidelines for the purpose of refining or developing sustainable programming that addresses and meets District 65 goals and standards.
- Sets and monitors consistent implementation, practice, and child safety standards via on-site visitations and observations, program-wide reviews, and reports.
- Works with community partners to conserve resources, implement renewable solutions, and be a community leader in sustainable practices.
- Prepares a variety of written materials (e.g. communications, reports, etc.) for the purpose of documenting progress and meeting District 65 sustainable goals and standards. Compiles data from a variety of sources for the purpose of evaluating District 65 sustainability initiatives and determining ways to positively influence student and teacher and principal critical consciousness and programmatic participation.
- Monitors and manages District 65 sustainable program budget allocations, expenditures,

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grants and related financial activities.

- Actively engages in professional learning. Participates in ongoing and job embedded professional learning (e.g. staff meetings, principal meetings, study groups, workshops and seminars, etc.) for the purpose of constructing, gathering, and or conveying information and /or recommendations regarding District 65 sustainable programs and practices.
- Responds to inquiries from school district administrators, parents and educators for the purpose of identifying relevant issues and recommending or implementing a plan of action that will effectively resolve the issue.
- Responds to emergency situations for the purpose of resolving immediate safety concerns and/or coordinating appropriate personnel for resolution.
- Uses district systems for the purpose of completing job related tasks in a timely and efficient manner.
- Performs other duties as assigned.

### Minimum Qualifications

- Bachelor's Degree in a related field or commensurate professional experience
- Minimum three years work experience supervising/managing sustainability programs in an academic setting
- Ability to work independently, and an excellent collaborator and team player.
- Exemplary communication skills (both written and oral); ability to multitask, retrieve data rapidly, and display excellent time and project management skills.
- Ability to simultaneously handle multiple projects of varying size and complexity and shifting priorities.
- Demonstrated computer competency and knowledge of Microsoft Windows and Office. Intermediate to advanced computer skills are required. Familiarity with email, Internet and database retrieval is required.

### Desired/Preferred Qualifications

- Awareness of climate justice issues
- Knowledge of green building best practices
- Involved in local and national sustainability education
- Experience with sustainability planning and policy development, green building principles, net-zero concepts, renewable technologies and applications, and climate action planning.

### Skills

- Work independently with limited supervision

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- Plan and organize work to meet timelines in an environment with constantly changing priorities
- Excellent written and oral communication skills
- Establish and maintain effective working relationships
- Understand and follow oral and written instructions
- Demonstrated professional and personal commitment to and vision of a more environmentally, economically, and socially sustainable future.

**COMPETENCIES:** The following competencies are representative of specific skills, abilities, and attributes that must be demonstrated to perform this job successfully.

Dependability: Responds to requests for support and assistance. Follows instructions and responds to management direction. Takes responsibility for own actions. Meets attendance and punctuality guidelines.

Relationships: Builds and maintains positive, respectful relationships with students and staff.

Job Knowledge: Competent in required job skills and knowledge. Exhibits ability to learn and apply new skills. Keeps abreast of current developments. Requires minimal supervision. Displays understanding of how job relates to others. Uses resources effectively.

Communications: Expresses ideas and thoughts verbally. Expresses ideas and thoughts in written form. Exhibits good listening and comprehension. Keeps others adequately informed. Selects and uses appropriate communication methods.

Cooperation: Establishes and maintains effective relations. Exhibits tact and consideration. Displays positive outlook and pleasant manner. Offers assistance and support to co-workers. Works cooperatively in group situations. Works actively to resolve conflicts.

Problem Solving: Identifies problems in a timely manner. Gathers and analyzes information skillfully. Develops alternative solutions. Resolves problems in early stages. Works well in group problem solving situations.

**QUALIFICATIONS:** The requirements listed below are representative of the knowledge, skill, and/or ability required to perform this job successfully.

Certificates/Licenses/Registrations: ?

Experience: Minimum three years experience supervising/managing sustainability programs in an academic setting

Language Skills: Reads and comprehends simple instructions, short correspondence, and memos. Writes simple correspondence. Effectively presents information in one-on-one and small group situations.

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Mathematical Skills: Adds, subtracts, multiplies, and divides in all units of measure, using whole numbers, common fractions, and decimals. Computes rate, ratio, and percent and draws and interprets bar graphs.

Reasoning Ability: Applies understanding to carry out detailed but uninvolved written or oral instructions. Deals with problems involving a few concrete variables in standardized situations.

Computer Skills: Microsoft Office, Google Drive

### PHYSICAL DEMANDS:

Physical Activity: Standing, walking, sitting, handling, keyboarding, talking, and hearing.

Lifting Demands: Up to 35 pounds

Reaching Activities: Both dominant and non-dominant hand

Environmental Conditions: Noise Intensity 3 moderate

**DISTRICT EXPECTATIONS:** All employees are expected to demonstrate regular and predictable attendance; to support the District's vision, mission, goals, and Strategic Plan; to engage in civility, respect, professionalism, and collaborative teaming; and to maintain the professional knowledge and skills necessary to perform the essential duties and responsibilities of their positions.

**NOTE:** School Board Policy ensures equal opportunity for all in its personnel policies and practices and does not discriminate on the basis of race, color, gender, religion, national origin, marital status, sexual orientation, gender preference, political beliefs, social/family background, disability or age.

**FLSA Status:** *Non-exempt*

**Salary Schedule:** *To commensurate with experience* Part-time contractual through June 30, 2022

*N/A*

**Bargaining Unit:** Part-time contractual through June 30, 2022

**Approved Date:**