

TITLE: Faculty Environmental Education Coordinator

QUALIFICATIONS:

1. Florida teaching certificate.
2. Current employee of the school district.
3. Effective communication.
4. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: Principal/Director or designee

JOB GOAL: To serve as a liaison between school and the Department of Environmental Education.

ESSENTIAL FUNCTIONS:

1. Acts as contact person between school site and the Environmental Education Department.
2. Informs teachers of field trip procedures and answers trip-related questions.
3. Be responsible for ensuring that the school's allocated trips are scheduled during given time periods and are distributed fairly at the school site.
4. Attends EE meetings.
5. Provides ongoing information about environmental issues/resources/workshops.

OTHER RESPONSIBILITIES:

1. Performs related work as required. (Note: the omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to that position.)
2. Adheres to school district policies and procedures.

PHYSICAL REQUIREMENTS:

This position requires exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

TERMS OF EMPLOYMENT:

Days for the work year based on the district's school calendar. Work year will be 196 days and a supplement to be determined by Schedule B of the Teacher/District Contract.

ASSESSMENT:

The principal or designee will assess the effectiveness of the Faculty Environmental Education Coordinator annually with respect to the performance of essential functions.

Adopted: 05-30-2002