

Culver City Unified School District is committed to centering diversity, equity, and inclusion, not only in our educational practices - but as a fundamental key to our hiring processes. Successful candidates will demonstrate an ability to work with all constituents and possess proven commitment to and experience in working in a diverse, multicultural environment.

CULVER CITY UNIFIED SCHOOL DISTRICT

CLASS TITLE: SUSTAINABILITY COORDINATOR

BASIC FUNCTION:

Under the direction of the Superintendent (or designee), the Sustainability Coordinator coordinates and manages Environmental Literacy and Sustainability for Culver City Unified School District.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Duties may include, but are not limited to, the following:

- Provide leadership in the ongoing implementation of Culver City Unified School District's (CCUSD) Environmental and Sustainability initiatives (i.e.:
- Energy/Electricity/Solar,
- Water Consumption,
- Food Policies,
- Plastic Consumption,
- Paper Usage,
- Optimal Green Spaces,
- Air Quality Monitoring, and
- Responsible Disposal of e-Wastes) and Others;

The Sustainability Coordinator will facilitate climate literacy and support educators in building their capacity to integrate environmental sustainability and climate ready practices into their curriculum and operations.

Work and meet regularly with the head of Educational Services, Business Services, Food Services and Facilities.

Work on projects relating to energy efficiency and renewables (including CCUSD's current Energy master plan, solar projects...), water and waste conservation, wastewater, pollution prevention, climate action, education and engagement, green buildings and operations, green spaces, food, nutrition and wellness, plastic reduction, compliance and transportation.

Develop realistic and effective plans for meeting sustainability goals; establishing timelines and measurable outcomes, estimating required resources, and anticipating obstacles.

Strengthen collaboration across the county by establishing, developing and maintaining partnerships with government agencies and community organizations, and connect to related initiatives regionally and statewide.

Develop and maintain an effective data management strategy (including Energy Star Portfolio Management System through the Energy Coalition) to monitor progress and keep track of partnerships and involvement in Sustainability programs.

Plan and facilitate meetings with multiple stakeholders within a collaborative governance structure; Continue heading the Environmental Sustainability Committee (ESC) which supports the schools' sustainability work and its sub-committees (gardening, green ambassadors, cafeteria improvements).

Plan, design, and implement training, and professional learning activities.

Provide training and assistance to enhance educator and administrator skills and understanding related to environmental and climate literacy, and sustainable and climate-ready schools practices.

Serve as a liaison and coordinate communications, activities and information among County Office administrators, personnel, school districts, outside organizations, governmental agencies, and the public.

Assist in the development and preparation of annual preliminary budgets relating to facility projects; review and evaluate budgetary and financial data.

Participate in researching, obtaining, and maintaining grants and other funding sources; prepare proposals and assist with developing and maintaining contracts as required.

Compile, review and analyze a variety of technical data and information related to instructional area; prepare and maintain a variety of records and reports.

Initiate, develop, and prepare contracts/agreements with external entities, as needed.

Attend and participate in a variety of meetings, task forces, seminars, in-services and conferences that support Sustainability work as directed; (Bi-annual board meeting presentations, monthly ESC meetings, quarterly ESC sub-committee meetings, attending board meetings, and budget meetings and other relevant meetings with higher management.

Build upon existing tools and systems in place to improve sustainability actions.

Manage and use Social media including sustainability [webpage](#), videos, CCUSD Green Facebook page, and provide Green tip of the Week to appear in the CulverPride newsletter each week.

Organize yearly events in all schools for Earth Day (April 22 each year) and America Recycles Day (Nov 15 each year), and support club or school projects or events;

Maintain Board Policies: [BP 3510](#) and [BP3511-1](#).

Work on implementation plan of Students' [Green New Deal](#) (adopted April 22, 2022).

Review CCUSD's [Green Ribbon Award](#) (2017).

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

KNOWLEDGE OF:

Effective strategies, approaches, and models for integrating sustainability, environmental and climate literacy into curriculum and instruction.

Effective strategies and practices for creating sustainable and climate-ready school campuses.

Equitable and effective approaches to engage and empower youth to take action to address sustainability, climate change, and environmental justice in their communities.

Best practices in promoting equitable programs and practices for all stakeholders in the district.

Local, state, and federal standards and requirements related to environmental education in K-12 public education; Diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of Culver City Unified District students.

Basic budget preparation and control.

Applicable laws, codes, regulations, policies, and procedures.

Interpersonal skills using tact, patience and courtesy.

Public speaking techniques.

Operation of a variety of office equipment including computers, projectors, and assigned software.

Knowledge of tracking systems (GHG emissions, carbon calculators, net zero programs).

Knowledge of local and state environmental and CalRecycle laws (SB1383).

SKILLS AND ABILITY TO:

Provide consultation and technical assistance concerning environmental education and the creation of sustainable campuses and school communities.

Design, develop, implement and conduct training, oral presentations, and professional development.

Facilitate groups in planning, problem-solving, and decision-making.

Collaborate successfully with diverse groups.

Coordinate activities to enhance faculty and administrative understanding of educational practices, curriculum standards, and instructional strategies.

Interpret, apply and explain laws, codes, regulations, policies, and procedures.

Communicate effectively both orally and in writing.

Establish and maintain cooperative and effective working relationships with others.

Analyze situations accurately and adopt an effective course of action.

Identify, write, and manage grants or other funding opportunities or programs.

Meet schedules and timelines, and work independently with little direction.

Prepare and maintain various records, reports and files.

Operate of a variety of office equipment including computers, projectors and assigned software.

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE:

Bachelor of Arts Degree in Sustainability, Environmental Science or related field. Experience and/or background in sustainability and environmental education.

Desired Qualifications:

Experience managing educational initiatives or programs.

Experience in leading environmental education, literacy, and sustainability initiatives.

Bilingual Preferred (English/Spanish).

License & Other Requirements:

Possession of a valid and appropriate California driver's license or other means of transportation.

WORKING CONDITIONS:

ENVIRONMENT:

Varies from a climate controlled office setting to working outdoors with temperatures ranging from mild/moderate to extreme cold/heat.

Office environment: constant interruptions.

Outdoor environment: drive personal vehicle to conduct work, visit sites, and travel to other organizations and companies, meetings and workshops.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard and other office equipment.

Read printed matter and computer screens.

Ability to sit for extended periods of time, stand, stoop, bend, and walk.

Perform lifting, pushing and/or pulling of objects which normally does not exceed 50 pounds and is an infrequent aspect of the job.

Hearing and speaking to communicate within a normal range, give directive to small or large groups of people and exchange information in person and on the telephone.

HAZARDS:

Exposure to typical district/workplace hazards.