

**School District of Rice Lake
Rice Lake, WI**

Position Title: Environmental Education Coordinator

Qualifications:

- Ability to communicate effectively to clientele ranging from age preschool through adults
- Ability to work well with others in a team environment
- Ability to follow work rules and procedures
- Ability to work independently and manage own time efficiently

Position Function:

This position requires assisting all K-12 staff in meeting the district's Environmental Education Goals in order to produce environmentally literate citizens. This individual would ensure implementation of the district's Environmental Education Curriculum by working with all staff in all K-12 content areas.

Specific Responsibilities:

1. Establish and consolidate a working Environmental Education (EE) curriculum from existing PreK-12 content area curriculums and align it with current state standards.
2. Actively engage K-12 teachers in implementing the Environmental Education curriculum by infusing into all content area curriculums.
3. Assist staff in becoming knowledgeable about local and global environmental issues and help them implement environmental activities, which address those issues.
4. Coordinate PreK-12 school forest and other Environmental Education trips requested by staff (includes buses, first aid, and supplies/materials, clean up, equipment and organizing volunteers to assist staff).
5. Work with and be a member of the School Forest Planning Committee in order to coordinate their goals and aspirations for the school forest and to solicit their support in implementing the Environmental Education program.
6. In cooperation with the School Forest Planning Committee, develop and maintain a long-term plan for the environmental education program.
7. Solicit and work with the community to gain support of the Environmental Education program and the school forest. This may include marketing plans, grant writing and presenting to local civic groups.
8. Create Environmental Education on School Forest signage, guides, and brochures.
9. Maintain an inventory and secure storage of ALL literary A-V material and other educational materials purchased or donated for the Environmental Education program.
10. Upon request, provide a report on the environmental education program goals and objectives, school forest usage, and development, and expenditures and receipts.
11. Develop an annual budget to serve the needs of Environmental Education and the School Forest.
12. Coordinate, plan, and develop procedures to ensure the health and safety of all personnel using the School Forest.
13. Pursue federal, state, and local grant monies available for the school forest and District Environmental Education Program.
14. Encouraged to attend state or national environmental conferences and workshops.

Physical Demands:

The setting for much of the work is in the outdoors. It requires standing, walking, and speaking during instruction to students in various types of conditions.