



## SAN MATEO UNION HIGH SCHOOL DISTRICT

### CLASSIFIED JOB DESCRIPTION

**JOB TITLE:** SITE SUSTAINABILITY FACILITATOR  
**REPORTS TO:** General Manager of Facilities Use **SITE:** District Office  
**CLASSIFICATION:** Classified & Certificated Bargaining Unit **WORK YEAR:** 12 Months  
**SALARY:** \$2,500 Stipend per School Year  
**APPROVED BY THE BOARD OF TRUSTEES:** \_\_\_\_\_

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#### JOB SUMMARY:

Under general supervision of the General Manager of Facilities Use, the Site Sustainability Facilitator will lead by example with regard to environmental sustainability by promoting awareness, encouraging program participation, and fostering an environmental sustainability conscious atmosphere at the designated site.

#### ESSENTIAL FUNCTIONS:

1. Facilitate sustainability events on campus/on site in conjunction with the General Manager of Facilities Use.
2. Develop site schedule of environmental sustainability activities.
3. Organize logistics for site initiatives and events, such as.
  - Support teachers, students and clubs in implementing and tracking the impact of sustainability projects on campus.
  - Work with AP of instruction to incorporate the [environmental literacy blueprint](#) into curricular development across all content areas.
  - Connect students with the appropriate personnel to get approval for sustainability projects. Serve as a liaison between facilities and students to ensure that there is consistent communication and that road blocks are addressed in a timely manner.
  - Conduct a school wide audit on water/energy usage, waste diversion, etc.
  - Apply for the [US Dept. of Education's Green Ribbon Recognition Award](#) (fall of 2021), working with students and staff throughout the year on initiatives that increase "resource efficiency, health and wellness, and environmental and sustainability education" (or perhaps this should be listed under the district Sustainability Coordinator's position?)
4. Address site needs and facilitate environmental sustainability initiatives.
5. Coordinate environmental sustainability program information and communication to staff members.
6. Encourage employees and students to participate in environmental sustainability activities.
7. Cultivate teamwork and camaraderie environmental sustainability awareness.
8. Attend District Environmental Sustainability Program meetings.
9. Assume a leadership role that promotes environmental sustainability awareness to students and employees.
10. Submit at least one article highlighting environmental sustainability awareness activity and/or achievement to the Savvy Source.

11. Survey site employees regarding the environmental sustainability program and submit a proposed plan that encompasses the feedback.
12. Create a report that summarizes your achievements at the end of the year.

**Employment Standards:**

- Incumbent must be able to perform essential functions above with or without reasonable accommodation.
- Incumbent must maintain a positive, helpful, constructive attitude and working relationship with the department supervisor and departmental employees, other District employees, administrators, the Board of Trustees, students, parents and the general public.

**QUALIFICATIONS:**

**Education/Training Experience**

- Site based staff member.
- Interest in and knowledge of recycling, composting, lighting, heating, environmental factors, etc.
- Ability to use technological environmental tracking.

The intent of this position description is to provide a representative summary of the major duties and responsibilities performed by incumbents of the position. Incumbents may be required to perform other job-related tasks other than those specifically presented in the description. Reasonable accommodations may be made to enable individuals with disabilities to perform the above-stated essential functions.

SMUHSD is an equal opportunity employer in compliance with the Americans with Disabilities Act and all other applicable Federal, State, and Local regulations.

**DISASTER SERVICE WORKERS:**

All San Mateo Union High School District employees are designated Disaster Service Workers through state and local law (California Government Code Section 3100-3109). Employment with the District requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Worker-related training as assigned, and to return to work as ordered in the event of an emergency.