

**School District of Black River Falls  
Black River Falls, WI**

**Position Title:** Environmental Education Coordinator

**Qualifications:**

- Bachelor's Degree in life science, ecology, biology, or environmental education
- Broad knowledge of natural resources
- Ability to communicate effectively to clientele ranging from age preschool through adults
- Ability to work well with others in a team environment
- Ability to accept direction from supervisors
- Ability to follow work rules and procedures
- Ability to accept constructive criticism
- Ability to lead and manage others effectively

**Position Function:**

This position require assisting all K-12 staff in meeting the district's Environmental Goals in order to produce environmentally literate citizens. This individual would insure 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 are 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 the 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).
5. Work with and be a member of the School Forest Advisory 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 Advisory 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.
8. Create Environmental Education and School Forest manuals, guides, and brochures, and revise them periodically.
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. Maintain a supply and equipment inventory (resource library) that is used at the school forest and by the PreK-12 staff for the Environmental Education program.
11. Upon request, provide a report on the environmental education program goals and objectives, school forest usage, and development, and expenditures and receipts.
12. Develop an annual budget to serve the needs of Environmental Education and the School Forest.
13. Plan, develop, and maintain all facilities, equipment, and records to ensure the health and safety of all personnel using the School Forest.
14. Pursue federal, state, and local grant monies available for the school forest and District Environmental Education Program.
15. Participate in state or national environmental organizations and workshops. Membership in WAEE and NAEE is highly recommended.

**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. Some lifting is also required.