

## SALEM-KEIZER PUBLIC SCHOOLS JOB DESCRIPTION

6/01	<u>UTILITY CONSERVATION PROGRAM SPECIALIST</u>	1.7.38A
Effective Date	Job Title	Index

1. Primary Function: Works closely with Facilities staff, district administrators, and teachers to facilitate and encourage the efficient use of utilities in all schools. Works to reduce utility related expenses for electricity, natural gas, water and solid waste. Provides information and assistance to district staff to teach and encourage energy conservation practices. Works to integrate energy education and conservation into district's curricula.
  
2. Responsible to: Director, Curriculum and Instruction.
  
3. Assigned Responsibilities:
  - 3.01 Works closely with Curriculum staff to integrate utility conservation materials into the District's curriculum.
  - 3.02 Works closely with Utilities Coordinator to provide building utility consumption information to administrators, teachers, and students. Presents consumption information in a way that encourages conservation.
  - 3.03 Promotes energy conservation through the use of newsletters, presentations, workshops, displays and electronic media.
  - 3.04 Encourages use of school buildings as learning laboratories to model utility conservation. Works with teachers to identify opportunities for student projects related to utility conservation.
  - 3.05 Provides direct instruction to students of all levels in energy education and utility conservation.
  - 3.06 Develops a library of energy education materials, resources, and reference materials and teach and encourage utility conservation. Include materials useful for teachers (energy education) as well as Facilities staff (conservation and building operation).
  - 3.07 Works closely with the Utilities Coordinator to implement an incentive and recognition in all schools that encourages actions toward conservation goals and provides financial and other incentives when goals are met.
  
4. Minimum Qualifications:
  - 4.01 Valid Oregon Teaching License.
  - 4.02 Demonstrated ability to relate positively with students, teachers, administrators, utility vendors, parents, and the community.Additional Qualifications:
  - 4.03 Demonstrate special interest in environmental issues such as energy conservation, recycling, waste management, or alternative power sources.
  - 4.04 Knowledge of current affairs relating to various forms of energy and their uses and regional energy trends.
  - 4.05 Specialized training in science or math.
  - 4.06 Working knowledge of computer software programs such as Microsoft Word and Excel.
  - 4.07 Ability to communicate effectively to administrators, teachers, building operation staff (Maintenance, Custodial etc.) and students at all grade levels.
  - 4.08 Ability to analyze and interpret technical information and communicate it effectively to non-technical individuals.

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- 5. Minimum Term of Employment: Teacher Contract.
- 6. Salary Level: Placement on Salary Schedule.
- 7. Evaluation: Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Professional Personnel.

Approved by: \_\_\_\_\_  
(supervisor)

Date \_\_\_\_\_

Received by: \_\_\_\_\_  
(staff member)

Date \_\_\_\_\_