SUPERVISOR, SUSTAINABILITY RESOURCE CENTER
(Supervisor Assignment)
(Range 55)

DEFINITION
Under the general direction of the Director of Workforce, Economic Development and Community Programs, oversee the development, implementation and evaluation, and on-going sustainability, of the Cuesta College Sustainability Resource Center, and perform other related duties as required.

DISTINGUISHING CHARACTERISTICS
The Supervisor, Sustainability Resource Center position is distinguished by the requirement to oversee the development, implementation, evaluation, and sustainability, of the Cuesta College Sustainability Resource Center, and perform other related duties as required.

The Supervisor, Sustainability Resource Center supports student learning outcomes by providing opportunities to learn about sustainability concepts and practices and career pathways associated with STEM fields in sustainability, promoting sustainability education in San Luis Obispo County, developing partnerships with community entities such as San Luis Obispo County school districts and agencies and businesses, and collaborating with marketing and the Cuesta College Foundation to identify resources for the college and community in the area of sustainability education.

ESSENTIAL FUNCTIONS
• Direct and oversee the day-to-day operations of the Cuesta College Sustainability Resource Center (CSRC);
• Design, establish and maintain the CSRC as a resource center for teaching, demonstrating, modeling and practicing sustainability concepts and practices;
• Collaborate with SLO County Planning and Building and the solar companies (SunPower/NRG and First Solar/MidAmerican) to ensure implementation of the project as proposed or revised;
• Research, develop and deliver STEM curriculum teacher training (K-12 primarily) with a focus on sustainability;
• Partner with SLO County school districts to organize teacher training and mentoring and classroom demonstrations in sustainability education, beginning with the Carissa Plains Elementary School and the Atascadero Unified School District, followed by other school districts in North County and throughout SLO County;
• Collaborate with public agencies and local business to facilitate delivery of workforce training in renewable energy, energy and construction standards and codes, building performance and energy audits, green building, energy efficiency and demand reduction;
• Coordinate with Cuesta College’s Academic Affairs, Community Programs and Institute for Professional Development (fee-based offerings) to develop and implement trainings;
• Coordinate with the Green Energy Cluster Committee of the local Economic Clusters initiative;
• Identify materials to be purchased for the Cuesta College Sustainability Resource Center (e.g. energy-related exhibits and hands-on energy education materials);
• Integrate state-of-the art technology and green energy designs with the Cuesta College Sustainability Resource Center;
• Develop and coordinate Cuesta College Sustainability Resource Center programs and events;
• Oversee development and delivery of community education and outreach;
• Develop and coordinate the Cuesta College Sustainability Resource Center advisory group;
• Represent the Cuesta College Sustainability Resource Center at local and state events focused on sustainability education;
• Promote a positive image of the Cuesta College Sustainability Resource Center to a variety of audiences in SLO County and beyond;
• Write grants and procure funds to support expansion of the Cuesta College Sustainability Resource Center;
• Supervise, monitor, and evaluate staff;
• Oversee program budget and reporting;
• Develop and implement comprehensive processes for program evaluation;
• Oversee and ensure timelines and accuracy in writing and developing project plans, budgets, reports and other documents for program funding and ensure that outcomes and deadlines are met;
• Perform other related duties as required.

Essential functions of particular positions within classifications may vary because job duties may vary by work location.

QUALIFICATIONS

Education:
Required
• Master’s degree from an accredited institution in a STEM field (Science, Technology, Engineering and Math);

Preferred
• Teaching credential, Doctor’s Degree in STEM related educational field;

Experience:
Required
• A minimum of three years experience in K-12 teaching and teacher training in STEM education;

Preferred
• Project management and/or program administration;
• STEM education resource development experience (the design of hands-on learning experiences);

Or any equivalent combination of education and experience.

Knowledge of:
• STEM Education, California Standards;
• Teacher training;
• Sustainability concepts, practices and resources;
• Academic programs and services offered by Cuesta College;
• Grant funded project regulations;
• Report preparation, correspondence, and procedures.
• Current technologies, personal computer, and associated office software such as word processing, spreadsheet, presentation, and/or database software;
• Correct usage of English, grammar, spelling, punctuation, and vocabulary;
• District policies and procedures.

Ability to:
• Establish and maintain cooperative working relationships with those contacted in the performance of duties;
• Demonstrate a sensitivity to and understanding of the diverse academic, socioeconomic, cultural, and ethnic backgrounds of staff and students and of staff and students with physical and learning disabilities.

Physical ability to:
• Read and comprehend printed matter and text and data on computer monitors;
• Communicate intelligibly and effectively via speech, telephone, written correspondence, and/or email;
• Sit or stand for extended periods of time;
• Lift and/or carry 25 pounds;
• Exert manual dexterity sufficient for keyboard and other office equipment operation.

Additional Requirements:
• Utilize personal vehicle for countywide transportation;

License and Certificates (current within the last year):
Required
• Valid driver’s license and eligible to obtain California driver’s license upon hire.

Board of Trustees Approval: 12/04/2013