

University of Houston – Clear Lake

Position Description

Job Title: **Director, Environmental Education**

Job Code: **2268**

Pay Grade: **060**

FSLA: **EX**

Location: **UHCL**

Retirement Program: **TRS**

QUALIFICATIONS

	REQUIRED	PREFERRED
Education	Ph.D./Ed.D. with academic background in Science and Education.	
Experience	Five years teaching; public outreach; EE experience; word-processing & presentation software; Internet & instruction technology; successful grant writing & resource development; experience working with community organizations; three years financial management & budgetary responsibilities; three years personnel management.	Formal, non-formal & higher education teaching experience. Documentation of successful funding efforts.
License/Certification		

This position may be security sensitive requiring a background check of the final candidate.

POSITION SUMMARY

This job has multiple responsibilities requiring independent decision-making and critical-thinking skills for developing and evaluating EE materials and creating and coordinating teacher education workshops on these materials. In addition, skills to manage staff, projects, and multiple accounts; and secure funding to support EE efforts focused on the local community and environmental issues. Ability to interact with environmental and corporate communities at the local, region, state, and national levels. Ability to teach science methods courses through the School of Education.

Duties and responsibilities

% Time

Teach science methods courses in School of Education.	20
Develop grant proposals to funding and governmental agencies and engage in fundraising opportunities with external contacts.	15
Manage grants, projects, and EIH accounts in accordance with all proper procedures, grant reporting requirements, etc.	15
Supervise/manage EIH staff including EE staff.	15
Conduct environmental education workshops. Develop and strength partnerships with community environmental organizations, other public educational institutions, and businesses.	15
Plan and coordinate EIH participation in conferences and community events and maintain a network of environmental educators. Increase public awareness of environmental issues and represent EIH via presentations, publications, and exhibits.	10

Curriculum evaluation and development. Other duties related to EE or the EIH as assigned.	10
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This position description describes the general qualifications, duties and responsibilities of work being performed.