

# University of Houston – Clear Lake

## Position Description

Job Title: **Coord, Environmental Education Pgms**

Job Code: **2267**

Pay Grade: **030** FSLA: **EX**

Location: **UHCL**

Retirement Program: **TRS**

### QUALIFICATIONS

	REQUIRED	PREFERRED
Education	Masters degree with academic background in Science & Education	
Experience	Three years teaching, public outreach, EE experience, word-processing & presentation software, Internet and instruction technology	Greater teaching experience
License/Certification	Teacher certification	

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

### POSITION SUMMARY

**This job has multiple responsibilities for developing and evaluating environmental education materials and programs, creating and coordinating teacher training on these materials, seeking funding to support curriculum development and training, interfacing EIH environmental education with the environmental community at the region, state and national levels and teaching science methods courses through the School of Education.**

Duties and responsibilities	% Time
Provide environmental education training to various groups including teachers.	20
Teaching science methods courses in School of Education.	20
Plan and coordinate the Texas Envirothon program	20
Plan and coordinate EIH participation in conferences and community events and maintain a network of environmental educators. Curriculum evaluation and development. Supervise staff working on EE projects. Represent EIH making presentations to external groups. Other duties related to EE or the EIH as assigned by the Director.	20
Grant writing and fund raising.	10
Project and grant management.	10

*This position description describes the general qualifications, duties and responsibilities of work being performed.*