

Environmental Science Education Program at Coleman Elementary School

PROFESSIONAL EXPERT JOB DESCRIPTION

Coleman Elementary School, with support from the Coleman PTO, is excited to be introducing a new Environmental Science Education Program for the TK-1 grades in the 2023-2024 school year. We are seeking a trained professional who has a deep understanding of early elementary Environmental Science curriculum and experience working with children between the ages of 4-7 years old to lead this initiative.

This is a part-time position that will provide instruction to 6 classes each week for 22 weeks from approximately October 3, 2023 through May 31, 2024. Weeks of October 9-13, 2023, January 8-12, 2024, and March 11-15, 2024 shall not be taught.

Responsibilities include but are not limited to:

- Develop and implement an Environmental Science education program and curriculum for grades Transitional Kindergarten through First (TK-1).
- The program will be comprised of general Environmental Science instruction utilizing the school's materials.
- The curriculum will engage students in discussion of environmental issues and provide hands on experience in the Coleman Community Garden.
- Work and consult with classroom teachers and administration as necessary. Coordinate instruction with the curriculum being taught in the outdoor classroom as appropriate. Consult and use the NGSS Standards.
- Lead Green Team, meeting with Zero Waste Marin, providing training to students, and creating leadership opportunities for students.
- Create, communicate out, and manage opportunities for Coleman Families to volunteer in the Coleman Community Garden and support the Environmental Science education program.
- Create and keep an updated inventory of all Coleman Elementary School PTO-funded equipment. Share the document with the PTO president(s).
- Ensure care and maintenance of all Coleman Elementary School garden equipment while the equipment is being used for the Environmental Science program.
- Keep track of absences on Google Sheet that is shared with you. Communicate to site Principal, Office Coordinator, and teachers through email of any absences that may occur.
- Professional Expert will follow all safety protocols and guidelines as prescribed by the Marin County Office of Education and San Rafael City Schools.

Qualifications:

- Must be able to pass complete background check.
- Teaching Certification preferred but not required.
- Understanding of early childhood education principals and techniques.
- Understanding of early elementary age Environmental Science curriculum.

Compensation:

Professional Expert will prepare and teach classes based on the schedule provided by the Principal from approximately October 3, 2023, through April 25, 2024. The Professional Expert shall be paid \$40 per class. Professional Expert will be paid a total amount not to exceed \$10,000 for all services.

To apply, send resume to ColemanSchoolPTO@gmail.com