



Loudoun County Public Schools

HUMAN RESOURCES AND TALENT DEVELOPMENT JOB CLASS SPECIFICATION

Certified: 6/27/2023

Director, Sustainability

Pay Scale: B

Level: 27

FLSA Status: Exempt

Job Family: Administration

Primary Location: Administration Building

Department Overview

The Department of Support Services supports the learning environment by providing high-quality, safe, comfortable, well-maintained educational facilities and grounds, and safe student transportation. Providing timely, responsive, effective, and professional support to our students, teachers, staff, and community is our department's goal and one of our core values. The department includes the following teams: Construction Services, Environmental Health and Safety, Facilities Operations, Management and Coordination, Planning and GIS Services, Sustainability, and Transportation.

Job Overview

The Director of Sustainability is responsible for the development and execution of broad-based, division-wide strategic energy and sustainability initiatives throughout Loudoun County Public Schools (LCPS). The Director develops programs, policies and enthusiasm toward acceptance and implementation of LCPS energy and sustainability efforts that enhance the student and staff environment and performance.

Roles and Responsibilities

The following information is intended to describe the overall nature and scope of the work being performed. This is not a comprehensive listing of all responsibilities or tasks; work may differ and other work may be assigned when deemed appropriate.

- Monitor, manage and supervise the collection and presentation of energy and sustainability performance measurement and verification in conjunction with the LCPS Strategic Plan and LCPS Energy Master Plan
- Develop and implement the LCPS Energy Master Plan
- Lead the effort to develop and implement an energy and sustainability program for LCPS built and instructional environment
- Develop and manage the Community Outreach program associated with the sustainability program and in collaboration with the Office of Communications and Community Engagement
- Serve as the liaison between LCPS and other like agencies and organizations that promote and provide resources for sustainability programs.
- Establish district-wide sustainability goals and programs to achieve and monitor each
- Formulate action plans to improve and achieve sustainability objectives, including the creation and implementation of internal controls and measurement systems to support sustainability objectives
- Facilitate internal and external communications and visibility as the district's spokesperson on energy and sustainability issues
- Build effective partnerships with the community, colleagues, and external organizations to support energy and sustainability efforts

Qualifications

Below are the minimum qualifications for this job. Equivalent combinations of education and experience are also acceptable.

Education

Bachelor's Degree in engineering, sustainability, business, education, environmental studies, urban planning, public administration or related field

Experience

Five (5) years of progressive experience in strategic planning, education and/or energy management, including two (2) years of supervisory experience

Licenses and Certifications

Valid driver's license

Knowledge, Skills and Abilities

- Knowledge of sustainability and energy management principles, best practices, strategies, and technology
- Ability to analyze and interpret technical data
- Ability to communicate technical information to non-technical individuals
- Ability to demonstrate the professional and personal characteristics necessary for working effectively with school personnel and the community
- Proficiency in the use of personal computers and related hardware and software

Physical Requirements and Environmental Hazards

The following provides an overview of typical physical requirements and environmental hazards for this job:

	RARE	OCCASIONAL	FREQUENT	CONSTANT
Lift or move 26-50 pounds	x			
Climb/Descend (ladders, scaffolding, ramps, poles, etc.)		x		
Balance		x		
Stoop		x		
Kneel		x		
Crouch/ Squat		x		
Crawl		x		
Reach		x		
Stand		x		
Walk		x		
Push		x		
Pull		x		
Bend/turn/twist head or neck		x		
Bend/turn/ twist waist		x		
Manipulate (pick, pinch, etc. with fingers)		x		
Grasp		x		
Feel		x		
Talk				x
Hear				x
See				x
Remain stationary			x	
Travel by foot			x	

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Travel by transport			x	
Repeat hand/arm, wrist/finger motion	x			
Repeat leg/ foot/ toe/ ankle motion	x			
Operate machines and/or power tools			x	
Operate motor vehicle			x	
Wear protective equipment				x

	RARE	OCCASIONAL	FREQUENT
Confined/ small space		x	
Extreme heat		x	
Extreme cold		x	
Inclement weather		x	
Intense noise		x	
Electrical currents		x	
Moving mechanical parts		x	
Vibration		x	
Fumes, odors, dust, gas			x
Chemicals, bodily fluids, infectious diseases	x		
Inadequate lighting			x
Heights			x
Challenging verbal interactions (offensive language, shouting, threats, etc.)		x	

Equal Opportunity Employment

The Loudoun County School Board seeks to cultivate a high performing team of professionals focused on its mission and goals. The School Board values merit and excellence within its workforce and encourages the highest levels of professionalism for all its employees.

The School Board also recognizes and values the diversity of the students and broader community it serves and encourages diversity within its workforce.

The Loudoun County School Board is an Equal Opportunity Employer. The School Board does not discriminate against qualified applicants or employees on the basis of actual or perceived race, national origin, ancestry, color, sex, sexual orientation, gender identity, pregnancy, childbirth or related medical conditions, marital status, age, religion, disability, genetic information, veteran status or any basis protected by law.

ADA Accommodations Disclosure

Under the Americans with Disabilities Act (ADA), Loudoun County Public Schools is required to provide reasonable accommodations to qualified employees with disabilities, unless doing so would pose an undue hardship. Qualified employees are those who hold the necessary education, skills, and experience for the job; and who can perform its essential responsibilities, with or without an accommodation.

Remote Work Disclosure

The following guidelines apply to jobs and positions where employees have been identified as having the potential to work remotely. Remote work is defined as completing one's duties and responsibilities at a site other than one's assigned duty location. In order to be eligible for remote work privileges, an employee must have demonstrated consistent, positive performance and have the support and approval of their direct supervisor. In addition, these employees must have reliable high-speed internet and a designated workspace that allows them privacy while

completing sensitive and confidential work. Employees who are non-exempt and are working remotely will work their regular scheduled hours and gain prior approval from their supervisor if they work more than 8 hours a day or more than 40 hours in a workweek. Remote work privileges can be amended, changed, or revoked based upon the performance of the employee, as well as the needs of Loudoun County Public Schools.

Essential Personnel Disclosure

Employees who perform the responsibilities of this job are considered essential personnel. Essential personnel are designated employees who must report for work during a delay or emergency situations. A workplace emergency is an unforeseen situation that threatens the staff, pupils, or the public; disrupts or shuts down business operations; or causes physical or environmental damage. Emergencies may be natural or manmade. It is incumbent upon the supervisor to inform and confirm which essential personnel are required to work during emergency closings. Notification and confirmation of the expectation of essential personnel to report to work, or maintain as-needed status, will be executed with as much advanced notice as possible via in-person communication or email.