

Hillsboro School District 1J
Job Description
Leadership in Energy and Environmental Design Consultant (LEED) 2

IMMEDIATE SUPERVISOR Executive Director of Facilities, Planning, and Property

GENERAL DUTIES

Provides oversight in the program design of the Leadership in Energy and Environmental Design (LEED) program and serves as the primary contact for multiple members of the LEED program. Provides leadership and training for District staff and serves as the liaison between the consultants and the stakeholders of the program. Works with a variety of students and staff in assessing and developing school based LEED programs. Provide secretarial support for Executive Director. Communicate orally and in writing regularly with administrators, office managers, teachers, parents, and community persons. Assist with the preparation of Board material, scheduling meetings, providing reports and other documents. Provide positive leadership to other department clerical personnel. Performs public relations, secretarial and clerical duties, and receptionist as needed.

ESSENTIAL REQUIREMENTS

- A. A minimum of a high school diploma or its equivalent. College degree preferred
- B. Experience working with school staff and students
- C. Ability to word process and operate standard office equipment
- D. Ability to communicate effectively with a variety of District staff
- E. Ability to work independently without direct supervision
- F. Knowledge of the elements of school based operations and the ability to deliver effective training and instruction
- G. Ability to communicate effectively orally and in writing
- H. Knowledge of the elements of Facilities department operations
- I. Ability to analyze work site operations and recommend facility and operations improvements that align with LEED principles
- J. Ability to work independently with consultants, parents, and educators
- K. Ability to effectively work and communicate with students, parents, and school personnel from diverse cultures or backgrounds in English, Spanish, or other languages related to the job
- L. Maintain integrity of confidential information relating to students, staff, or district patrons
- M. The ability to work harmoniously with others

ESSENTIAL RESPONSIBILITIES

- A. Track and report on benchmark goals and activities of the program
- B. Provide leadership and training for Facilities and school based staff with respect to LEED principles
- C. Act as the liaison between consultants, Facilities personnel, and school staff
- D. Manage the overall implementation of the LEED program
- E. Assist in problem resolution between Facilities department and school based staff

- F. Facilitate problem resolution by communicating verbally and in writing between employees consultants
- G. Participate in activities related to the implementation of the LEED program
- H. Analyze work sites and match LEED required tasks with appropriate implementation personnel
- I. Manage department and grant budget records and assist with purchasing
- J. Assist in the development, organization and production of District and school documents
- K. Input and format computer data for departmental, school and committee needs
- L. Perform a variety of bookkeeping and accounting tasks
- M. Produce minutes, reports and other documents using word processing, data bases, spreadsheet and other programs
- N. Maintain and update a system for tracking active and inactive LEED tasks
- O. Provide follow-up support
- P. Collect data as necessary to document LEED implementation and progress on the program
- Q. Participate in necessary meetings
- R. Gather and organize information that is useful for LEED planning
- S. Attend transition planning meetings with eligible clients
- T. Attend all training seminars offered, as requested by supervisor
- U. Cultivate and model a respectful working and learning environment

This organization believes that every individual makes a significant contribution to our success. That contribution should not be limited to assigned responsibilities. Therefore, this position description is designed to define primary duties, qualifications and job scope but should not limit the incumbent nor the organization to the work identified. It is our expectation that every employee will offer his/her services wherever and whenever necessary to ensure the success of the District's goals.

PHYSICAL REQUIREMENTS FOR ESSENTIAL RESPONSIBILITIES

In 8-hour workday, this job requires:

- R – Rarely (Less than .5 hr per day)
- F – Frequently (2.5 – 5.5 hrs per day)
- NA – Not Applicable
- O – Occasionally (.5 – 2.5 hrs per day)
- C – Continually (5.5 – 8 hrs per day)

Physical Requirements	NA	R	O	F	C
Sitting				X	
Stationary Standing			X		
Walking (level surface)				X	
Walking (uneven surface)			X		
Crawling	X				
Crouching (bend at knees)			X		
Stooping (bend at waist)			X		
Twisting (knees/waist/neck)			X		
Turn/pivot			X		
Climbing (stairs)		X			
Climbing (ladder)		X			
Reaching overhead				X	
Reaching extension				X	
Repetitive use arms				X	
Repetitive use wrists				X	
Repetitive use hands grasping				X	
Repetitive use hands squeezing			X		
Fine manipulation					X
Using foot control			X		
*Pushing/Pulling Maximum weight: 40 lbs.			X		
*Lifting/Carrying Maximum weight: 40 lbs.			X		

*Identify items typically moved: _____

WORK PLACE EXPECTATIONS

- A. Work effectively with and respond to people from diverse cultures or backgrounds
- B. Demonstrate professionalism and appropriate judgment in behavior, speech, and dress in a neat, clean, and appropriate professional manner for the assignment and work setting
- C. Have regular and punctual attendance
- D. Confer regularly with immediate supervisor
- E. Follow all District policies, work procedures, and reasonable requests by proper authority.

EMPLOYEE STATEMENT

“I have reviewed the above position and understand its contents.”

“I am aware that my position description may be revised or updated at any time and once notified of changes, I remain responsible for knowledge of its contents.”

“I hereby certify that I possess the physical and mental ability to fulfill the essential functions of the above position with or without reasonable accommodation(s). If I require accommodation(s) in order to fulfill any or all of these functions, I agree to provide information to the District regarding the requested accommodation(s).”

Employee Name (print)

Date

Employee Signature

Date

12 Month Office Support Pay Schedule

Pay Grade: I

Last Revised: August 2011