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Description automatically generated**Outdoor Teaching and Learning Coordinator**

**Boston Public Schools**

2022

**Job Details**

*Title:*Outdoor Teaching and Learning Coordinator (OTLC)

*Description:* BPS seek a full time Outdoor Teaching and Learning Coordinator

REPORTS TO*:* Sustainability & Environmental Resources Manager

**Position Purpose**

The OTLC will be responsible for working across BPS schools and departments, in collaboration with Friends of the Boston Schoolyards (FOTBS), to lead the district in outdoor teaching and learning, and the creation and maintenance of schoolyards and their outdoor education spaces with particular attention to the challenges of COVID-19.

**RESPONSIBILITIES**

**General Tasks**

* Assist BPS and its teachers and other staff in meeting the enhanced need for outdoor learning during the COVID-19 pandemic, working within the health and safety guidelines established by BPS.
* Foster a culture of outdoor teaching and learning across the district.
* Develop outdoor teaching and learning, and schoolyard maintenance goals, objectives, initiatives, and strategies in collaboration with related BPS and community partners. Incorporate these into the district’s sustainability efforts.
* Liaise between schools, BPS academic departments, BPS operational departments, district volunteers and partners, and FOTBS.
* Serve as a point of contact for inquiries on the subject of BPS outdoor teaching and learning and assisting in the management of related communications and marketing.

**Specific Areas of Work**

**Curriculum and Professional Development**

* Partner with BPS academic leaders and FOTBS to identify and provide science and technology/engineering standards-aligned outdoor education curriculum and related resources for BPS teachers.
* Provide cross-curricular professional development focused on outdoor teaching and learning and/or organize partners or BPS teachers to provide professional development for BPS teachers.
* In collaboration with FOTBS and BPS Facilities Department, develop and maintain a schoolyard database.

**Design, Operations, and Maintenance**

* Work with BPS Facilities Management to develop policies and procedures for schools to request repairs, improvements, or expansions of their schoolyard assets (play space, outdoor classrooms).
* Assist schools with horticultural maintenance and improvements of outdoor classrooms and school gardens.

**Partnerships and Investments**

* Work with BPS and FOTBS to identify, secure, and leverage financial and partnership resources to support design, construction, and maintenance efforts.
* Coordinate and manage volunteer efforts in partnership with BPS schools, the BPS Office of Engagement, Development and Partnerships, and the City of Boston Love Your Block.

**EXPERIENCE / SKILLS**

**Education & Experience**

Any combination equivalent to:

* Bachelor’s degree in elementary education, landscape architecture, horticulture, sustainability, environmental studies, or a related field.
* At least three years of experience in elementary education, outdoor education, horticulture, landscape architecture, or sustainability.
* Experience with grant writing and grant management.
* Experience with Boston Public Schools and/or the city of Boston outdoor education community
* Experience supervising interns, volunteers, or staff on short- or long-term projects.

**Skills**

* Working knowledge of horticulture and landscape architecture
* Understanding of sustainability and climate issues, especially in landscape architecture and K-12 curriculum standards
* Ability to prepare written and oral reports and public presentations for communicating with diverse audiences.
* Use of Microsoft Office suite, online survey tools, and social media platforms.
* Small and large project management, including fundraising, managing budgets and timelines, and reporting on project results.
* Extensive knowledge and skills initiating and managing relationships with various partners in the private and public sectors.
* Working knowledge of Spanish preferred

Candidates must be willing and able to travel to schools for onsite work. Valid Driver’s License required. Occasional weekend and evening work may be required. Positions will require CORI and SORI checks.