

## **ASSISTANT TO THE ENERGY EFFICIENCY COORDINATOR**

**Reports To:** Business Administrator/Board Secretary

**Qualifications:** NJDOE administrative certification  
Proficient knowledge in energy management/conservation  
Five to eight years professional experience in areas of school facilities, education, and/or teaching desired, strong interpersonal and computer skills required, other qualifications as the Board deems appropriate

**General Description:** The Assistant to the Energy Efficiency Coordinator (AEEC) for Energy Efficiency (SEE) program will assist the EEC in developing a culture of conservation throughout the school district. The AECC will work with school district personnel and students to successfully promote and communicate energy efficiency by assisting with the launching, coordinating, and managing of the Schools for Energy Efficiency (SEE) Program in the district.

### **Major Duties and Responsibilities:**

**1.0 Support the Implementation of the SEE Program and Energy Efficiency Strategies throughout the District by assisting with the following duties of the EEC:**

- 1.1 Identify, organize and support SEE school leaders at the building level
- 1.2 Build internal support for the SEE program
- 1.3 Communicate and monitor SEE activities to building operations staff and leaders
- 1.4 Follow the SEE Systemized Plan for Energy Efficiency
- 1.5 Troubleshoot problems
- 1.6 Organize and support SEE activities throughout the district

**2.0 Support in Monitoring and Reporting by assisting with the following duties of the EEC:**

- 2.1 Monitor and track all energy consumption and costs per location
- 2.2 Communicate data reports to school leaders and building level SEE leaders
- 2.3 Provide district wide reports to School Board, Facilities Dept., and Business Admin.

**3.0 Support the Establishment of an Energy Committee by assisting the EEC with the following duties of the EEC:**

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- 3.1 Hold monthly meetings with building representatives and facilities staff, Assistant to the Energy Efficiency Coordinator, Assistant to the Energy Efficiency Coordinator
- 3.2 Report to the facilities committee of the Board of Education
- 3.3 Develop and recommend a district energy policy
- 3.4 Include a recognition program
- 3.5 Report monthly minutes as part of a district wide newsletter
- 4.0 **Support the Investigation and Pursuit of Energy Saving Initiatives by assisting with the following duties of the EEC:**
  - 4.1 Seek out grant based opportunities to fund energy saving measures
  - 4.2 Lead and monitor the BPU energy audit
  - 4.3 Lead and monitor the Direct Install Program
  - 4.4 Make recommendations to the Business Administrator

**Term of Employment:** Approximately 5 hours per week throughout the school year

**Evaluation:** Business Administrator

**Adopted:** July 26, 2010