



# **HOLMDEL TOWNSHIP PUBLIC SCHOOLS SCHEDULE “B” JOB DESCRIPTION: IEQ (INDOOR ENVIRONMENTAL QUALITY) COORDINATOR**

## **QUALIFICATIONS:**

1. Bachelor’s degree.
2. Valid New Jersey Teacher Certification.
3. Organizational, communications and human relations skills.
4. Knowledge and experience in working with groups.
5. Successful completion of criminal history check and proof of citizenship or legal resident status.

**REPORTS TO:** Assistant Superintendent for Business/Board Secretary

**JOB GOAL:** To facilitate, report, and communicate work of the IEQ district-wide steering committee. Serves as liaison between the steering committee and school administration, staff, students and parents at the direction of the IEQ chairperson.

## **PERFORMANCE RESPONSIBILITIES:**

1. Communication & Liaison:
  - a. Disseminates IEQ information, registers IEQ complaints and directs the responses, and communicates IEQ issues and status to school administration, staff, students and parents at the direction of the IEQ chairperson.
  - b. Compiles IEQ information and related data and provides advice and recommendations to the IEQ steering committee on all such issues.
  - c. Directs the implementation of the Indoor Air Quality Management Program, known as “Tools for Schools.”
  - d. Provides the IEQ steering committee with action packets and implements the IEQ Management Plan as directed by the steering committee.
  - e. Coordinates the steering committee and encourages shared responsibility and collaborative planning.

- f. Assists the steering committee and schools to prepare for emergency responses outlined in the IEQ Management Plan.
  - g. Works cooperatively with outside advisors and consultants to resolve IEQ issues.
2. Professional Development
- a. Attends the Indoor Air Quality seminars given by the EPA.
  - b. Keeps current on developments in indoor environmental quality management programs.
  - c. Participates in continuous study and attends relevant conferences and workshops to maintain and enhance professional competence.
3. School and Community Relations
- a. Serves as the district educator in indoor environmental quality.
  - b. Serves as the liaison between the IEQ steering committee and the school community.
4. Other Duties
- Performs such other tasks and assumes such other responsibilities as the Assistant Superintendent for Business/Board Secretary may assign.

**TERMS OF EMPLOYMENT:** Twelve-month year. Salary to be established in the agreement between the Holmdel Township Board of Education and the Holmdel Township Teachers Association.

**EVALUATION:** Annually by the Assistant Superintendent for Business/Board Secretary in cooperation with the superintendent and in accordance with Board policy and the agreement between the Holmdel Township Board of Education and the Holmdel Township Teachers Association.

**SOURCE:** Regular Board Meeting  
**DATE:** December 18, 2002  
**REVISED:** February 12, 2003