**Organizational Relationships**

Reports to : Chief Strategic Services Officer

Coordinates with: All Office Heads

**General Functions:**

The SUSTAINABILITY AND INCLUSIVE EDUCATION DIRECTOR is primarily responsible for continued development and execution of strategic initiatives/programs related to institutional sustainability, gender equality, peace concepts and inclusive education system. He/She collaborates with the different sectors in the institution to ensure that sustainability and inclusive education efforts support the strategic directions of the institution.

**Primary Duties and Responsibilities:**

1. Performs job functions consistent with the Institutions mission and vision statements and the Lasallian values and charism.
2. Plans, organizes and controls the operations and year-long activities, programs and advocacies of the Directorate to be participated by Lasallian Partners, students and outside communities; prepares and secures approval for the budgetary outlay required for such.
3. Lead the integration of philosophy of Sustainable Development Goals (SDGs) into the institutions’ core businesses and operational processes.
4. Provides information, support, and recommendations on sustainability best practices; undertakes review of manuals, policies, documents, and forms to reflect sustainability initiatives, the use of gender sensitive language and on the provision of inclusive school environment.
5. Creates and maintains institution’s linkages with other agencies and institutions, in both local and international, as regards to promotion of institutional sustainability, gender and development, peace and inclusive education.
6. Organizes core group composed of faculty and academic service partners to become champions for the institution/for the unit and ensures their engagement in the advocacy for gender and development, peace and inclusive education; Identifies key offices for the needed coordination for operational integration programs.
7. Promotes DLSL’s sustainability and inclusive education activities through various media and works closely with Strategic Communications team to promote coverage of directorate’s programs and activities.
8. Performs all other duties and tasks that are germane to the job and other functions that may be assigned by the immediate superior.