



SCHOOL DISTRICT

318 East Basin Road
New Castle, DE 19720

www.colonial.k12.de.us

EMPLOYMENT OPPORTUNITY
Internal and External

POSITION: Nutrition Services - Farm to School Manager
LOCATION: Colonial School District
CLOSING DATE: April 14, 2016
START DATE: To Be Determined
WORK YEAR: 12 Months
COMPENSATION: \$57,100.00
FLSA STATUS: Exempt

MINIMUM QUALIFICATIONS

Education and experience equivalent to:

- Associate or Bachelor degree in agriculture, environmental science, environmental education, or related field
- Three years' related experience in agriculture in growing diversified vegetables.
- Possess a good driving record, valid driver's license and access to a vehicle for travel to multiple schools
- Able to read and write and speak proficiently in the English Language.
- Must be dependable and able to work without close supervision.
- Cooperative attitude and ability to work well with management, students, school personnel, co-workers, and the public.
- The ability to understand and follow verbal and written instructions, observe and take initiative where needed.
- Possesses the physical ability to perform duties of the Farm Manager. Minimum lifting requirement of 50 pounds and tolerates extreme temperatures and weather.
- Shall be free from the use of drugs and alcohol, successfully pass routine drug testing.
- Must successfully pass a fit for duty examination.
- Must be able to stand for a minimum of 8 hours per work day.
- Must report to work on time and have a good attendance record.
- Knowledge of necessary sanitation precautions and procedures during food transportation and storage according to HACCP plan.
- Ability to learn and implement GHP/GAP practices on the farm.
- Must be able to perform preventative maintenance on farm equipment as assigned.

Satisfactorily complete a criminal and division of family services background check

The Colonial School District is an Equal Opportunity Employer that will not discriminate against any person regardless of race, creed, color, national origin, ancestry, affectation or sexual orientation, age, sex, marital status, familial status, religion, atypical hereditary cellular or blood trait, genetic information, disability or liability for service in the Armed Forces of the United States, and is committed to Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act.

CHARACTERISTIC JOB TASKS AND RESPONSIBILITIES

May include any and/or all of the following:

1. Manage and operate Colonial activities at Historic Penn Farm and assist with five elementary and 1 middle school gardens.
2. Maintain agriculture equipment and land to prepare for academic activities at the farm.
3. Support Agriculture education at all Colonial schools.
4. Order supplies and materials to support school programs, connecting to both schools and Division of Nutrition Services.
5. Create and manage budgets.
6. Provide detailed records of project farming practices, harvests, plant yield, farm tours and fundraising events.
7. Develop and design healthy eating and active living curriculum and activities.
8. Integrate appropriate instructional technology into curriculum.
9. Attend professional development connected to professional teaching techniques and Farm to School initiatives.
10. Coordinate and train a volunteer pool to assist with work on the farm during the school year and summer as well as weekends and holidays if necessary.
11. Maintain regular communication with supervisor and other nutrition services staff regarding timing and quantity of harvests and market prices for specific produce.
12. Participates in school-wide initiatives, development, and meetings; performs other duties as assigned.
13. Work with Colonial's public relations department to promote and market the WP Farm and Farm to School activities and educational programs, including (but not limited to) writing articles for district newsletter, posts for district website, Facebook, Twitter and other community calendars, etc.
14. Participate in other district and professional activities, such as staff meeting and conferences as needed.

Job Summary

Farm to School manager position within the Colonial School District supports a variety of food and nutrition initiatives. This position is responsible, but not limited to, connecting & managing agricultural education programs to our Penn Farm initiative, managing and operating farm duties, organizing logistics and planning for CSA, farm to table, and school garden programs, support in grant writing, maintaining budgets, data collection of harvest records, plant yields and promoting healthy food programs into schools. Collectively, this position will operate hands-on projects at Historic Penn Farm, and maintain all behind-the-scene activities that connect community and schools to healthy living styles through foods.

The farm to school manager position supports access to a variety of opportunities for both students and local community. For example, this person will support William Penn High School students that are in our agriculture degree program. These students experience farm to table programs through their experiences at Historic Penn Farm. This position also supports both agriculture and school gardens at a variety of other Colonial schools. Additionally, this position supports many activities within the Division of Nutrition. For example, this person will assist with fiscal management of food programs, wellness programs focusing on healthy eating and active living, grant writing, and working with local families to create a more livable, enjoyable community.

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS

- Ability to schedule planting and harvesting dates based on programmatic needs.
- Demonstrated interest in and knowledge of urban agriculture and/or sustainable food systems.
- School leadership and/or instructional experience preferred
- Knowledge of communication technology

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- Demonstrated ability to manage multiple projects concurrently.
- Demonstrated ability to perform manual labor consistent with farm work.
- Presentation and group facilitation skills
- Interpersonal and human relations skills
- Effective verbal and written communication skills
- Ability to demonstrate self-direction and motivation
- Ability to work independently and as part of a team
- Ability to organize and prioritize duties
- Ability to manage budgets

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties and responsibilities of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to use hands and/or fingers to handle, or feel; reach with hands and arms; talk or hear; and taste or smell. The employee frequently is required to stand, walk, and sit. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

APPLICATION PROCEDURES:

Interested candidates who meet the minimum qualifications may apply by completing an employment application via AppliTrack at <http://admin2.applitrack.com/colonial/onlineapp> no later than 11:59 pm on the closing date indicated above. **A cover letter and resume are required for both internal and external candidates.**

Applicants needing special accommodations in the application process of this vacancy announcement may contact the Human Resources Division at 302-323-2712.

Note: Incomplete Application Packages will not be considered.

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