



Butte Falls School District #91

P.O. Box 228 • 720 Laurel Avenue • Butte Falls, OR 97522

(541) 865-3563 • fax (541) 865-3217

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TITLE: Aquaculture (Southern Oregon University)

FLSA STATUS:

REPORTS TO: Superintendent and/or designee

JOB SUMMARY

This position supports the operation and advancement of an indoor aquaculture and hydroponics system at the Natural Resource Center at Butte Falls School District. This role is responsible for the daily care, monitoring, and harvesting of fish and plant systems, while assisting with applied research to improve system integration and overall project outcomes. The position also contributes to facility maintenance and seasonal harvesting activities.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Monitor and maintain aquaponics and hydroponic systems, including daily water quality testing.
- Adjust water chemistry and system conditions as needed to ensure optimal organism health.
- Add and manage water levels across both aquaculture and hydroponic systems.
- Conduct and document effluent discharge research to support integration of hydroponic and aquaculture systems.
- Maintain accurate and detailed records of daily activities, procedures, system data, and production volumes.
- Assist with ongoing infrastructure improvements, including basic carpentry and painting tasks.
- Participate in seasonal harvesting, including cleaning, freezing, packaging, and preparing up to 500 fish for distribution.
- Support overall project development and contribute to research efforts advancing the program to its next phase.
- Other duties as assigned.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- **Education and/or Experience:** Completion of or current enrollment in Environmental Science Capstone coursework through Southern Oregon University. Participation in at least 20 hours of the Hydroponics or Aquaponics lab infrastructure improvement project – **or** – commitment to continue involvement as a Capstone Program student during the 2026–27 school year. Basic knowledge of aquaculture, hydroponics, or environmental science principles preferred. Experience with data collection, recordkeeping, or research documentation is desirable. Ability to perform light physical labor, including lifting, cleaning, and facility maintenance tasks.
- **Interpersonal Skills:** Works well with others from diverse backgrounds. Focuses on solving conflict; maintaining confidentiality; listening to others without interrupting; keeping emotions under control; remaining open to others' ideas and contributing to building a positive team spirit. Demonstrated ability to successfully work with students
- **Language Skills:** Ability to communicate fluently verbally and in writing in English. Ability to effectively present information and respond effectively to questions in one-on-one, small group situations to students and other school staff. Ability to verbally respond to common inquiries from students. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, procedure manuals and governmental regulations. Ability to write routine reports and correspondence.
- **Mathematical Skills:** Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals. Ability to compute rate, ratio and percent.
- **Reasoning Ability:** Ability to apply common sense understanding to carry out instructions furnished in written, oral, schedule or diagram form. Ability to deal with problems involving several variables in a variety of situations.
- **Technology Skills:** General knowledge of computer usage and ability to use database software, enter benchmark data, e-mail, internet software, spreadsheets, and word processing software. MS Office Suite (Word, Excel, PowerPoint) and student information software strongly preferred.
- **Other Skills and Abilities:** Ability to appropriately communicate with students, teachers, administrators and parents. Ability to exercise good judgment and work in an environment with constant interruptions. Ability to pass background check and drug screening.
- **Certificates, Licenses, Registrations:** Certificates as determined by the District including meeting current Federal Department of Education certification requirements and a valid Oregon Driver's License. Ability to obtain a valid CPR/First Aid card.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Frequently required to walk, stand, and sit.
- Frequently required to bend, stoop, kneel, climb stairs, crouch or crawl
- Ability to lift, push and pull furniture or equipment and lift boxes of supplies, equipment or other items up to 50 lbs.
- Regularly required to talk, hear, and listen.
- Use hands for fine manipulation, handle or feel and reach with hands and arms operating a computer keyboard and mouse.
- Specific vision abilities required by this job include close vision, distance vision, color vision, night vision, ability to adjust focus and peripheral vision
- Regularly lift and/or move up to 15 pounds and occasionally up to 50 pounds.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually low to moderate, but occasionally high depending upon equipment or tools being used. The employee is occasionally exposed to wet or humid conditions and outdoor weather conditions. Employee may be exposed to bloodborne pathogens.

Note: This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The school district may add to, modify or delete any aspect of this job (or the position itself) at any time as it deems advisable.

The District believes that every individual makes a significant contribution to our success. That contribution should not be limited to assigned responsibilities. Therefore, this position description is designed to define primary duties, qualifications and job scope, but should not limit the incumbent nor the District to the work identified. It is our expectation that every employee will offer his/her services whoever and whenever necessary to ensure the success of the District's goals.

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EQUAL OPPORTUNITY EMPLOYER:

The District recognizes the diversity and worth of all individuals and groups. It is the policy of the District that there will be no discrimination or harassment of individuals or groups based on race, color, religion, gender, sexual orientation, gender identity, gender expression, national origin, marital status, age, veteran's status, genetic information or disability in any educational programs, activities or employment.

Reasonable accommodations for the application and interview process will be provided upon request and as required in accordance with the Americans with Disabilities Act of 1990. Individuals with disabilities may contact the Human Resources Director for additional information or assistance.

EMPLOYEE STATEMENT:

I have reviewed the above position description and understand its contents. I am aware that my position description may be revised or updated at any time and once notified of changes, I remain responsible for knowledge of its contents.

I hereby certify that I possess the physical and mental ability to fulfill the essential functions of the above position with or without reasonable accommodation(s). If I require accommodation(s) in order to fulfill any or all of these functions, I agree to provide information to the District regarding the requested accommodation(s).

Employee Signature:

Date:

Superintendent/Designee Signature:

Date:
