

LINCOLN COUNTY SCHOOL DISTRICT JOB DESCRIPTION

JOB TITLE: School Garden Coordinator
JOB TYPE: Classified
REPORTS TO: Business Services/Food Services Director

PREPARED BY: LCSD Human Resources
PREPARED DATE: September 1, 2022
RANGE: 13

PURPOSE: The School Garden Coordinator will work with teachers and Program Manager to develop and implement school garden programming.

ESSENTIAL DUTIES AND RESPONSIBILITIES: The following are examples of duties. However, any one position may not cover all duties listed; examples may not cover all duties an employee is expected to perform; and other duties may be assigned.

- Administer garden lessons developed by certified staff that support grade level content standards: 6 hours+ per student.
- Implement Harvest of the Month lessons/tastings: 2 hours+ per student.
- Create community events: Fall Harvest Festival and summer Children's Garden Fair.
- Organize quarterly garden work parties and recruit, train, and supervise volunteers.
- Maintain regular contact with administration and Program Manager about activities in the garden.
- Document outcomes and impacts using evaluation and tracking tools provided.
- Uses tools and equipment in garden maintenance.
- Transport and deliver garden materials as appropriate.
- Garden design, setup, light construction and irrigation to accommodate All students including ADA accessibility and cultural inclusion.
- Build community partnerships with local garden clubs.
- Facilitate annual plant sales
- Participate in District Wellness committee
- Works closely with Nutrition Services to bring District grown food into the Cafeteria
- Helps promote Nutrition Education
- Oversees food safety requirements in the garden as set forth by the Department of Education

GENERAL PERFORMANCE REQUIREMENTS:

- Performs duties in a courteous and efficient manner that builds the confidence of staff, students and the public in the Lincoln County School District.
- Observes laws, district policies and procedures, and professional standards for the position.
- Establishes and maintains effective working relationships with school personnel, parents, students, and the public; works collaboratively as a team member.
- Carries out work responsibilities effectively under pressure of deadlines, difficult situations, interruptions, and new or emergency conditions.
- Respects confidential information and the privacy of students, staff and parents.
- Supports the Mission of "Every Child, Every Day, Future Ready" in role as a classified employee.
- Develops job skills necessary to meet changes in the position.
- Maintains personal appearance and hygiene appropriate to the position as defined by the district.
- Meets applicable district physical ability/health and safety guidelines for the position.
- Attends work regularly.
- Performs 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:* High School Diploma and minimum one year of demonstrated experience.
- *Language Skills:* Ability to read, count, and write to accurately complete all documentation. Ability to edit work for spelling and grammar, present numerical data effectively, and read and interpret written information. Ability to effectively present information and respond to questions from groups of administrators, employees, customers and the general public. Demonstrates group presentation skills and conducts meetings.
- *Mathematical Skills:* Ability to apply concepts such as fractions, percentages, ratios and proportions to practical situations.
- *Reasoning Ability:* Ability to prioritize and plan work activities, using time efficiently and developing realistic action plans. Ability to demonstrate accuracy and thoroughness and monitor own work to ensure quality.
- *Computer Skills:* Proficient in email, word processing software, internet software, and database software.
- *Certificates, Licenses, Registrations:* Valid driver's license. Ability to provide reliable and safe transportation for job-related travel. Certificates as determined by the District.
- *Interpersonal Skills:* Works effectively with others. Focuses on solving conflict. Maintains confidentiality. Listens to others without interrupting. Keeps emotions under control. Remains open to others' ideas. Exhibits a willingness to try new things. Contributes to building a positive team spirit.
- *Landscape Maintenance:* General knowledge of landscape tools and safety procedures.
- *Construction Experience:* Light construction experience.

DESIRED QUALIFICATIONS

- Passion for garden-based education
- Experience working with Pre K-12th grade students
- Basic gardening and cooking skills
- Understanding of public school settings
- Excellent organizational skills and ability to coordinate groups of diverse participants
- Creativity to develop lessons, events and community engagement opportunities
- Spanish language and cultural competency preferred

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.

- Required to talk, hear and listen in conversations/meetings.
- Frequently required to walk, sit, stand, stoop, kneel, crouch and/or crawl.
- Required to use hands, fingers and arms to handle, feel and reach.
- Must regularly lift and/or move up to 40 pounds.
- Required vision abilities include close vision, distance vision, color vision and peripheral vision.
- Must work regularly outdoors in all weather conditions.

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.

- This position is performed indoors and outdoors.
- The employee may be exposed to blood borne pathogens.
- The noise level in the work environment is usually moderate and occasionally high.

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. Lincoln County School District may add to, modify or delete any aspect of this job description, or the job itself, at any time it deems advisable.

EMPLOYEE STATEMENT: I hereby certify that I possess the physical and mental ability to regularly attend work and fulfill the essential functions of the above position either with or without reasonable accommodations. If I require accommodation(s) in order to fulfill any or all of these essential functions I will inform the district prior to beginning work.

I have read and understand this job description.

Printed Name: _____

Signature: _____ Date: _____