

Grass Valley School District

POSITION TITLE:	CHARTER GARDEN COORDINATOR
PLACEMENT:	CLASSIFIED SALARY SCHEDULE, POSITION RANGE E; 11 MONTH
REPORTS TO:	SITE PRINCIPAL

SUMMARY:

Garden Coordinator for Grass Valley Charter School will plan for, collaborate and teach science/gardening classes to students in grades K-8. The Garden Coordinator will implement organic gardening practices and irrigation and have the ability to coordinate projects, solicit the aide of community volunteers, farm experts, and community experts and will also seek out local community resources to facilitate construction and maintenance of garden infrastructure.

ESSENTIAL FUNCTIONS:

Essential functions may include, but are not limited to the following:

- Maintain and develop the infrastructure of an organic school garden, including constructing a water science feature and pond, a toolshed, worm bins, garden paths, row beds, gathering areas, compost areas, orchard area, ground covers, border areas, and cooking/eating areas. Students and the parent community would be included in almost all aspects of planning and implementation of garden infrastructure creation.
- Plan for and teach science/gardening classes to students in grades K-8.
- Collaborate with classroom teachers in planning and coordination of schedules and in understanding individual and group student needs.
- Apply for grants to maintain garden funding
- Solicit community aide, network with community resources, and coordinate volunteers for garden projects.

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE

- AA Degree
- Experience working with children
- Expert knowledge of organic gardening practices and irrigation

CREDENTIALS AND/OR SKILLS AND ABILITIES

- Ability to coordinate projects and solicit the aide of community volunteers, farm experts, community experts, community resources, and parent volunteers.
- Ability to seek out and network with local community resources to facilitate construction and maintenance of garden infrastructure

CERTIFICATE REQUIREMENTS

- Valid CA Driver's License
- TB Test (Current within last 4 years)

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CHARTER GARDEN COORDINATOR (CONTINUED)

PHYSICAL REQUIREMENTS:

The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions.

- Persons performing service in this position will exert 10 to 40 pounds of force frequently, 40 to 70 occasionally, to lift, carry, push, pull, or otherwise move objects.
- Perform large and small motor activities with children. See, hear and move quickly to provide safe supervision.
- Tolerate outside weather (heat/cold)
- Perceiving the nature of sound, near and far vision, depth perception, providing oral information, the manual dexterity to operate garden related equipment, and handle and work with various materials and objects are important aspects of this job.
- Applicants must be able to speak clearly, hear normal voice conversation, stand, walk, sit, kneel, crouch/squat, crawl, stand from a sitting position on floor, use a computer, use a telephone, work without guidance from supervisor, drive a vehicle.
- Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

WORK ENVIRONMENT:

- Primarily a garden and classroom setting in a public school environment.

Grass Valley School District is an equal opportunity employer and prohibits unlawful discrimination and/or harassment of district employees, job applicants, in educational programs and activities based on any legally protected characteristics, actual or perceived, including, but not limited to: race, color, national origin, ancestry, religion, age, marital status, pregnancy, physical or mental disability, medical condition, genetic information, veteran status, sex, sexual orientation, gender, gender identity or gender expression or association with any of the aforementioned protected group statuses. No person shall be denied employment solely because of any impairment which is unrelated to the ability to engage in activities involved in the position(s) or program for which application has been made. It is the responsibility of the applicant to notify the employer of any necessary modifications to the job or work site in order to determine whether the employer can reasonably accommodate any known disability. The Grass Valley School District prohibits sexual harassment and maintains a tobacco-free, drug-free environment. Inquiries regarding the District's nondiscrimination policies may be directed to the Superintendent or designee.

The information contained in this job description is for compliance with the American with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

I, _____ have read and received a copy of this job description, and understand that a copy of this job description will become part of my personnel file.

Employee Signature

Date