

Inter-Lakes School District

Job Description



Title: Living Classroom Coordinator	Date Revised: June 16, 2023
Classification: Stipend	Terms of Employment: Annual
Reports To: Principal	Supervises: n/a

QUALIFICATIONS:

1. Previous experience working with elementary-aged children;
2. Experience with environmental science and/or gardening is preferred.

JOB GOAL:

Utilize school garden and outdoor space to engage learners in hands-on learning.

DUTIES AND RESPONSIBILITIES:

1. January: Discussion/surveys with staff about what to grow this season; order seeds and supplies (6 hours).
2. February/March: Prepare the beds (usually requires a weekend day); organize supplies (20 hours).
3. April/May: Planting with students; sometimes small groups, sometimes whole classes (60 hours).
4. May: Celebration of Learning-share, inspire, celebrate while MANY visitors come through the greenhouse (30 hours).
5. June: Organize summer family caretakers-emails, training; weed and mulch the bed in front of ILES (20 hours)
6. July/August: Oversee summer program in the greenhouse-weekly emails to remind families, answer questions that arise, prepare projects to be completed, send thank you notes for participating, visit weekly to check on the greenhouse (2 hours per week).
7. September/October: Work with students and staff in the greenhouse; Open House-share, inspire, celebrate while many visitors come through the Living Classroom; receive and organize supplies donated from Gilford Walmart (thousands of seeds and supplies); put away bed in front of ILES (clip all the dead flowers, etc.) (10 hours).
8. November: clean beds; put everything away for the season (6 hours).
9. Estimated above total hours=172 hours.

OTHER DUTIES AND RESPONSIBILITIES:

1. Write articles for the newsletter and newspaper.
2. Communicate with staff on happenings in the greenhouse.
3. Communicate with the Director of Facilities and the maintenance staff about needs in and around the greenhouse.
4. Host other schools that come to our school to see and ask questions about our greenhouse, its operation and function.
5. Coordinate with whomever is managing the compost shed/program.
6. Make all purchases, and then request reimbursement from the greenhouse account at the SAU.
7. Work with Prescott Farm's Naturalist-tour of facilities, encourage its usage order supplies.

WORKING CONDITIONS:

Primary setting may include a variety in or out of doors environments based on the sporting event. Daily walking, sitting, standing, bending and lifting may be necessary.

OTHER:

Please note this job description is not designated to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and actives may change at any time with or without notice.

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee Name (Print)

Date

Employee Signature