

TERRA NOVA FARM COORDINATOR



Purpose:

Direct and operate the Terra Nova School Farm program through working with students, teachers, and community partners.

Reports to: High School Principal

Nature and Scope:

The Terra Nova Farm Coordinator works at the Terra Nova school to manage the farm program. The Farm Coordinator works in conjunction with classroom teachers and students in the Terra Nova school to plan and implement a garden program which provides produce to be used throughout the school year.

Essential Job Functions:

1. Conducts oneself in the best interest of students, in accordance with the highest traditions of public education and in support of the District's mission.
2. Collaborate with Classroom Teacher(s) to align work projects and classroom experiences.
3. Serve as a classroom assistant during education days.
4. Maintain and operate machinery needed in work projects including but not limited to tractor, string trimmer, power drill, edger, etc.
5. Train students in all aspects of work safety and monitor safety of work projects.
6. Create and implement activities to encourage team building and cooperation among students and other staff.
7. Seek out and capitalize on educational opportunities during work projects.
8. Seek out and apply for grants to support the Terra Nova Farm program.
9. Seek out and maintain community partnerships.
10. Native plant propagation.
11. Create and Maintain records including but not limited to planting, soil amendments, and plant rotations within rows and blocks.
12. Assess material needs for the farm and coordinating with the office assistant to place orders.
13. Plan a seasonally continuous garden to cook from throughout the school year.
14. Regularly observe operations where health and safety are involved to ensure proper standards are maintained.
15. Collaborate on recruitment interviewing and hiring students for summer internship.
16. Supervising students during summer internship.
17. Other duties as assigned by supervisor.
18. Complies with all procedures outlined in the *Code of Professional Conduct* and *Annual Notices for Education Practitioners, Teachers, Support Staff, Administrators, Substitutes*

Handbook and all other Beaverton School District Policies and Procedures.

The statements contained above reflect general details as necessary to describe the principal functions of this job but should not be considered an all-inclusive listing of work requirements. Individuals may at times perform other duties as assigned which could include work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the workload.

Knowledge, Skills and Abilities:

1. Knowledge of working with middle or high school age youth.
2. Knowledge of growing agriculture in Hardiness Zone 8, especially the Willamette Valley/Portland Area and of growing on a production scale.
1. Ability to work with others in successful manner.
2. Ability to read and comprehend complex technical language.
3. Ability to communicate clearly and concisely in writing.
4. Ability to give presentations to large audiences to promote the program.
5. Ability to effectively present information in one-on-one and small group situations to students, customers, and other employees of the organizations.
6. Ability to perform basic mathematical calculations with a high degree of accuracy.
7. Ability to apply common sense to carry out detailed but basic written or oral instructions.
8. Ability to deal with problems involving a few concrete variables in standardized situations.
9. Ability to maintain professional and collaborative relationships with staff and students.
10. Ability to cook and preserve garden vegetables.
11. Ability to plan seasonal planting schedule in relation to hardiness zone 8.

Required Qualifications:

1. Bachelor's degree or 2+ years managing a farm or large garden space and 2+ years working with Middle or High School aged students, and/or equivalent experience.
2. In lieu of #1, must possess 4 years equivalent combination of education and experience necessary to perform the job functions.

Working Conditions:

Modified 212 day calendar (working summer months with extended winter break). Work may be performed indoors or outdoors. Incumbent must be able to stand, walk, drive, sit, push, pull, lift up to 60lbs, bend, stoop, kneel, reach, write, speak, and hear. Employee will work outside in all weather conditions including rain, snow, wind, cold and heat.

Work Year: 9-month (212 Day) Contract

Bargaining Unit: OSEA

FLSA Status: Non-Exempt

Date Approved: April 2, 2024

Date Revised: February 2024

Beaverton School District does not discriminate in any programs or activities on any basis protected by law, including but not limited to, an individual's actual or perceived race, color, religion, sex, sexual orientation, gender identity, gender expression, national or ethnic origin, marital status, age, mental or physical disability, pregnancy, familial status, economic status, veteran status, or because of a perceived or actual association with any other persons within these protected classes.