ADMINISTRATOR of FARM LAB
Job Description

JOB SUMMARY

Under the direction of the Assistant Superintendent of Educational Services, implement the EUSD Framework of the Future and Strategic Plan as it relates to Farm Lab; direct the development of the Farm Lab as a Design, Research, Engineering, Art, Math & Science (DREAMS) satellite campus; direct the development of the regenerative organic production farm; seek and maintain community partnerships and supplemental funding, and oversee all components of Farm Lab.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Leadership

- Implements the Framework of the Future and Strategic Plan at Farm Lab
- Supports the development and expansion of Farm Lab
- Evaluates educational programs
- Evaluates farm production
- Ensures all district green initiatives are modeled and implemented
- Supports and provides a professional learning network for all Farm Lab staff
- Supervises and evaluates all Farm Lab staff
- Provides reports and recommendations to the management team
- Works with the Business Department on budget creation and implementation
- Serves as a district sustainability leader and representative
- Supervises farmers, teachers, volunteers, and visitors
- Attends partnership meetings as required
- Attends Board meetings as required

Education

- Collaborates with the Farm Lab educational staff in creating a curriculum using the DREAMS model that serves as a means to model best practices for all teaching staff.
- Creates additional sustainability-based, district-wide learning opportunities for all teachers.
- Seeks partnerships/workshop opportunities for teachers and their students.
- Supports coordination of educational efforts and special events/activities with district teachers and partners.
- Attends specialized training opportunities.

Farming

- Establishes and maintains policies, practices, and standard operating procedures for the regenerative organic farm
- Supports crop plan development to meet farm to school goals
- Ensures crop plan is up to date and systematically implemented
- Researches and supports best practices in regenerative organic farming
- Works with the Child Nutrition Director to plan and coordinate harvest minimums for school lunch programs
- Participates in farm assessment field walks
- Supports coordination and scheduling of volunteer group.
- Ensures consistent and humane pest control practices
- Maintains organic farming certification(s)
- Coordinates produce overage distribution

Site Management

- Manages a master calendar of educational experiences, farm volunteer days, and facility use
- Secures educational and farming materials needed
- Works with the Director of Facilities on all aspects of facilities, maintenance, and grounds
- Annually reviews all site MOU and partner lease agreements
- Provides a safe, experiential learning environment
- Coordinates facility use opportunities and protocols
- Coordinates resource support for school site gardens
- Performs other related work and duties as assigned

Outreach/Partnership

- Seeks and maintains partnerships
- Provides educational community site tours
- Researches and applies for grants and donations
- Creates and implements community awareness and outreach campaigns
- Builds and maintains the Farm Lab website
- Manages Farm Lab's social media
- Presents about the Farm Lab at conferences and district events
- Coordinates activities, volunteer opportunities, and community events
- Hosts green community and district events

QUALIFICATIONS

Knowledge of:

- California Common Core State Standards
- Next Generation Science Standards
- Project-Based Learning
- Curriculum development and effective teaching practices
- Adult Learning Theory
- Sustainable, educational organic farm programs
- Sustainable farming growing methods
- Health and wellness

- Farm-to-School models
- Organic farming practices
- Organic certification(s)
- Farm and garden curriculum
- Website content development
- Social media communications
- Grant writing
- City and County health initiatives and policies
- City planning protocols
- Community resources
- District operations policies, rules and regulations

Abilities to:

- Train, supervise, and support employees
- Plan and present professional development
- Develop project progress reports and/or recommendations
- Direct multiple projects simultaneously
- Perform a variety of complex technical tasks involving use of independent judgment, with accuracy and speed
- Be flexible, patient, and able to work under pressure
- Apply organizational, critical thinking and analytical skills
- Coordinate a variety of activities and community events
- Manage volunteers and community groups
- Develop and maintain cooperative and effective working relationships with staff, administrators, community members, and agencies
- Work independently with little direction
- Write and speak effectively for varied audiences
- Communicate availability of resources to schools
- Proficiently operate computer and standard office equipment
- Demonstrate interpersonal skills using tact, patience, and courtesy
- Maintain regular and consistent attendance

Experience:

- Evidence of five years successful teaching experience
- Site level administrative experience preferred
- Demonstrated ability to train, supervise, and support employees
- Demonstrated ability to present staff development and trainings

Education, Licenses and Other Requirements:

- Valid California Multiple Subject Teaching Credential with EL Authorization
- Valid California Administrative Services Credential
- Possession of a master’s degree or higher

WORKING CONDITIONS

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 of this position.

- Work in outdoor weather conditions
- Work on varied terrain
- Moderate noise level
- Daily contact with district and/or visiting EUSD school site staff

Physical Abilities:
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.

- Hearing and speaking to exchange information in person and on the telephone
- Dexterity of hands and fingers to operate a computer keyboard
- Seeing to read a variety of materials
- Sitting for extended periods of time
- Standing for extended periods of time
- Bending at the waist, kneeling, or crouching
- Occasionally lift and/or move up to 50 pounds

OTHER:

- Possession of a valid California's driver's license and employee provided transportation required.

CLEARANCES:

- California Department of Justice (DOJ) fingerprint clearance
- Pre-employment physical examination and drug screen clearance
- Current negative tuberculosis (TB) clearance

Approved: June 18, 2024