

# CARDIFF SCHOOL DISTRICT GARDEN PROGRAM INSTRUCTOR

## **DESCRIPTION:**

Under the supervision of the site principals, lead all students in grades K-3 through standards-based, hands-on gardening lessons and lead a garden club and/or class rotations for grades 4-6.

## **TYPICAL DUTIES:**

- Organic gardening, food production, agricultural practices and ecology
- Possess and utilize strong organizational skills
- Ability to communicate and work well with others
- Manage groups of students in a positive manner, and tailor activities to meet the needs of all assigned students
- Facilitate the maintenance of the school garden
- Collaborate with classroom teachers to incorporate current skills, themes and activities where appropriate
- Adjust lessons in response to the immediate needs of the garden
- Work outdoors and walk different classes of students out to the garden and back, up to six times per day
- Regularly communicate garden program highlights to the school community
- Coordinate garden clean up days/other community garden activities as appropriate
- Use manual and/or electric gardening tools as appropriate
- Perform other related duties as assigned

## **EMPLOYMENT STANDARDS:**

### **Knowledge of:**

- Student health services related to injuries and illnesses
- District policies, procedures and practices related to health issues, medical terminology and related activities
- First Aid and age-appropriate CPR techniques
- Health and safety regulations
- Attendance procedures and related document preparation techniques
- Modern office practices, procedures and equipment
- Operation of computer and assigned software
- Record-keeping techniques
- Correct English usage, grammar, spelling, punctuation and vocabulary
- Oral and written communication skills
- Interpersonal skills using tact, patience and courtesy

### **Ability to:**

- Assess and provide first aid care to ill and injured students and staff
- Assist individuals with specialized health care needs
- Prepare and maintain a variety of medical-related records, log and files

- Establish and maintain files, records, reports and referrals
- Understand and follow oral and written directions
- Meet schedules and time lines
- Plan and organize work
- Work confidentially with discretion
- Communicate effectively both orally and in writing
- Read, explain and follow rules, regulations, policies and procedures
- Apply appropriate care and procedures related to ill or injured students
- Respond effectively and appropriately to emergency situations
- Perform clerical duties such as filing, typing, duplicating and maintaining records
- Operate computer and medical equipment as required

## **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.

While performing the duties of this job, the employee is regularly required to stand, walk, and talk or hear. The employee is occasionally required to sit; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. The employee must regularly lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

## **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. While performing the duties of this job, the employee occasionally works in outside weather conditions. The noise level in the work environment is usually moderate.