



CAREER TECHNICAL EDUCATION FARM MANAGER

PRIMARY FUNCTIONS:

Under the supervision and direction of the Director of Career Technical Education, with daily guidance and work assignments provided by the Operations Coordinator at Rising Sun Farm & Garden, the CTE Farm Manager maintains and sets up the facilities at the Rising Sun Farm & Garden campus in preparation for specific projects to be undertaken by the students. The Farm Manager, in conjunction with the Operations Coordinator and other teachers may supervise and assist students with planting, woodworking, irrigation, animal care, and other educational training projects at the site. The CTE Farm Manager will also be asked to set up for and facilitate special events held at the site.

GENERAL DUTIES AND RESPONSIBILITIES:

- Maintain the Rising Sun Farm & Garden site grounds in a condition of preparedness for student field work activities and special events.
- Assist the Operations Coordinator and Teachers with oversight of student field work activities and projects.
- Assure safe facilities are in place and safe practices are adhered to in the implementation of student field work.
- In coordination with the Director of Career Technical Education and the Rising Sun Operations Coordinator, develop and implement a plan for the maintenance of the entire Rising Sun Farm & Garden site, excluding the buildings. The Maintenance Plan will include maintenance of all crop, orchard, garden, field, greenhouse, pond, lawn, gravel, animal pen, and fallow areas in a clean, weed free condition.
- Assure proper irrigation of all components of the campus, including automatic and manual irrigation systems and hand watering as necessary.
- Assure that all agricultural and ornamental plants, including lawns, are being pruned, mowed, fertilized and otherwise cared for in a proper manner.
- In conjunction with Students, the Operations Coordinator, and Teachers, provide for the feeding, watering, general care and health of all animals and livestock housed at the facility.
- Work with the CTE Director and Operations Coordinator to develop a plan for the further development of Farm & Garden facilities as needed to improve the field work educational opportunities for students. Implement the plan.
- Other duties and responsibilities consistent with the primary functions may be assigned.

REQUIRED QUALIFICATIONS:

Education –

- High School Diploma and specific industry experience/certification related to the Horticulture, Construction, and Animal Care industries. A.A. Degree desirable.

Experience –

- Four years of recent industry experience in any combination of the following industries: Horticulture, Construction, Facility Maintenance, Animal Care.

DESIRABLE QUALIFICATIONS:

Knowledge of –

- Safety standards associated with the Landscaping, Construction, and Animal Care industries.
- Operation of equipment related to the above stated industries.
- Proper use of chemicals and application techniques associated with the above stated industries.
- Ability to install, repair, and maintain irrigation systems, greenhouses, ponds, and other facilities specific to farming operations.
- Record keeping, report writing, and documentation recording practices.
- Training techniques related to the above stated industries.
- Proper English language usage, spelling, grammar, vocabulary, and punctuation.

Ability to –

- Maintain possession of a valid California driver's license and automobile insurance.
- Understand and carry out both oral and written instructions independently.
- Work collaboratively and communicate effectively as part of a complex team.
- Coordinate, plan, develop, and organize the day-to-day and long-term services and operations of the assigned program.
- Analyze and interpret numerical data and written information.
- Maintain confidential information.
- Collect data for reports.
- Maintain professional standards of conduct.
- Establish and maintain ongoing cooperative and collaborative relationships with school district staff, teachers, students, and members of the public.

PHYSICAL, MENTAL, AND SOCIAL REQUIREMENTS:

- Sit, stand, and walk for extended periods of time.
- Stoop, bend, twist, squat, reach overhead, push, pull, and move, lift and/or carry up to 50 lbs. to waist height.

- Safely use hand tools and a variety of power equipment and machinery on a regular basis
- See and read printed matter with or without visual aids.
- Hear and understand speech at normal levels.
- Speak English so that others may understand at normal levels.
- Concentrate on single or multiple tasks individually or in a group setting for up to two (2) hours at a time.
- Maintain regular attendance.
- Work interdependently and convey an understanding and patient attitude toward staff, students, parents, and members of the community.
- Maintain the privacy of confidential information.

WORK ENVIRONMENT

The primary work location is an outdoor farm and garden site with a variety of agricultural – related components designed to provide hands-on training and experience for students. The employee will be required to work outdoors in all types of weather conditions including but not limited to extreme heat, cold, wind and rain. Noise levels range from quiet to very loud. The employee will be required to work around and with large and small animals. The employee may meet with staff, students, parents, and the general public in outdoor and indoor meeting environments. The employee may be required to travel to pick up supplies and equipment, and to attend mandatory training activities.

Board Approval: October 4, 2021

Formal Review: September 20, 2021

EMPLOYEE CERTIFICATION OF JOB DESCRIPTION

I hereby acknowledge I have read and understand the content of this job description. I have had the opportunity to ask questions and have those questions answered about the general duties and responsibilities of this job. I understand that the job description may be revised from time to time in the future by the Patterson Joint Unified School District Governing Board in consultation with my professional association as needed and where applicable.

I understand and agree nothing in this job description should be construed as a contract of employment. My employment with the Patterson Joint Unified School District is contingent upon execution of a signed contract approved by the board of trustees. Continued employment is subject to my adherence to board policy, state and federal laws, the collective bargaining agreement between my association and the district where applicable, and my performance evaluation.

I further acknowledge that it is my responsibility to notify my supervisor immediately in the event I may need reasonable accommodations to perform the primary functions, general duties and responsibilities, or the physical, mental, and social requirements of this job.

Employee Signature

Date

Name Printed