

Columbia Public Schools

Excellence in Education for All Students

Job Description

POSITION PROPERTIES

Position Title: Farm to School Coordinator

Schedule / Grade: Salary Support /

Job Code: 01COORD776

FLSA: Exempt

Calendar: SEC10

Benefits: Eligible (Retirees not Eligible)

Contract Type: Notification

Bargaining Unit: None

Revised Date: 09/25/2026

PURPOSE

The Farm to School Coordinator will work closely and collaborate with the Director of Nutrition Services, the district Coordinators of Science, and the Columbia Center for Urban Agriculture (CCUA) to provide instruction and training on Farm to School-related activities for students in grades K-12. This role promotes sustainable agriculture, healthy eating, and farm-to-table practices by integrating local agriculture into school curriculums and food programs

ESSENTIAL RESPONSIBILITIES AND DUTIES

Curriculum Development & Instruction:

- Plan and implement a curriculum that meets the diverse needs, interests, and abilities of all students, based on data-driven decisions.
- Coordinate 15-20 distinct Farm to School nutrition and science lessons throughout the academic year.
- Attend regular meetings with CCUA to provide feedback and brainstorm new ideas for lesson plans and program expansion.

Program Promotion & Collaboration:

- Promote healthy eating by integrating fresh, locally grown produce into school cafeterias.
- Educate students on food origins, sustainable agriculture, and nutrition.
- Collaborate with farmers, school nutrition staff, teachers, and community partners to ensure program success.

Farm to School Activities:

- Establish, maintain, and utilize school gardens for hands-on student learning experiences.
- Guide students in achieving curriculum goals through a variety of instructional methods.
- Incorporate math, science, and literacy into farm-related lessons.

Needs Assessment & Program Improvement:

- Conduct periodic assessments to identify new farm-to-school opportunities within the district.
- Develop and manage a comprehensive farm-to-school implementation plan, including goals, strategies, and timelines.

Educational Events & Outreach:

- Plan and execute educational activities for students, such as farm field trips, taste tests, and gardening projects.
- Organize community outreach events to promote the Farm to School program.
- Provide articles for the district's Wellness newsletter and updates to the Board of Education.
- Attend district administrative meetings and provide program updates.

Collaboration & Safety:

- Work cooperatively with school staff, students, administrators, and parents.
- Ensure a safe environment by following proper safety and sanitation procedures.
- Collaborate with kitchen managers to incorporate school-grown or locally sourced food into meal preparations.
- Conduct taste tests with students using locally grown fruits and vegetables.

Data Collection & Reporting:

- Collect data on student achievement and nutrition choices to measure the program's effectiveness.
- Adhere to required district standards for program execution and safety protocols.

Perform other duties as necessary to support the mission and vision of Columbia Public School District.

DISTRICT EXPECTATIONS

All employees of the District are expected to adhere to the policies and regulations of the Board of Education, maintain appropriate certification and competencies necessary for the position, and demonstrate the values of the district at all times. For information on policies, regulations and values, visit <http://www.cpsk12.org>.

REPORTING RELATIONSHIPS

Reports To: Director of Nutrition Services, and Science Coordinators

Supervises: None

QUALIFICATIONS

Minimum Qualifications:

- Bachelor's degree and experience in nutrition, agriculture, education, science, and/or a related field.
- Knowledge of sustainable food systems, local agriculture, and nutrition principles.
- Strong communication and interpersonal skills for effective collaboration.
- Expertise in project management to coordinate complex initiatives.
- Ability to develop and implement educational programs for students and staff.
- Valid teaching certificate and knowledge of farm-to-school activities.

Preferred Qualifications:

- General knowledge of commercial food service equipment.
- ServSafe Certification.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

ADA REQUIREMENTS

Language: Present information to teachers, students, staff, other administrators, and the Board of Education. Respond to common questions and concerns. Read, analyze, and interpret professional journals, memoranda, policies, administrative procedures, and statutes. Write business correspondence, including staff memoranda and newsletter articles. Keep information confidential when required by law, policy, or the nature of a particular situation.

Computation: Work with mathematical concepts, such as probability and statistical inference, and analyze data for instruction. Apply concepts such as fractions, percentages, ratios, and

proportions to practical situations. Add, subtract, multiply, and divide and perform those operations using units of US currency, and weight, volume, and distance measurements.

Reasoning: Solve a variety of problems in many different situations. Interpret instructions presented in written, oral, diagram or schedule form. Demonstrate executive functions such as planning, organizing, remembering, and regulating information and behavior as they pertain to student performance and achievement.

Physical Demands: Must be able to perform essential duties and adapt to the needs of the school environment, including frequently walking short distances, standing for extended periods, and performing tasks that require bending or twisting the neck and torso. The role also involves continuous gripping, frequent reaching, stooping, kneeling, and crouching. The ability to lift between 20-40 pounds frequently, and occasionally up to 50 pounds, is required. Use close, distance, and peripheral vision. The individual must be able to adapt to various physical demands in the school environment, including working in both hot and cold temperatures. Reliable and regular transportation is essential for this role.

Technology Skills: Integrate technology into daily instruction using devices like laptops and smartboards. Lead students in multimedia projects and research, using online sources to enhance learning.

Other Skills and Abilities: Other Duties: Demonstrate interpersonal skills and ability to work closely with a variety of staff members and students; safeguard confidential information. Be a self-starter and work independently. The position requires normal visual acuity and field of vision, hearing, speaking, and tasting.

Attendance: Consistent and regular attendance is crucial for program success.

Conditions & Environment: The position requires working in an active, noisy school environment with regular outdoor work, including managing school gardens and transporting students for field trips.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Prospective and current employees with disabilities are encouraged to contact human resources to discuss reasonable accommodations to perform the essential job functions.

Equal Opportunity Employer