



# Wright Elementary School District Classified Position

## GARDEN CONSULTANT/COORDINATOR TEMPORARY / PART TIME WRIGHT CHARTER SCHOOL 2016/2017

PERSONNEL  
SERVICES/  
HUMAN  
RESOURCES  
DEPARTMENT



LINDA  
LANDA  
Personnel Services  
Coordinator



MAIL  
4385 Price Avenue  
Santa Rosa  
California  
95407



PHONE  
(707) 542-0550  
Ext. 103



FAX  
(707) 577-7962



E-Mail  
llanda@wrightesd.org



HOURS  
8:00am-4:00pm  
MONDAY-FRIDAY



Wright Elementary  
School District  
Is an equal opportunity employer

[www.wrightesd.org](http://www.wrightesd.org)

Posted: 3/9/17

**Start Date**  
ASAP

**Application Deadline**  
Until Filled

**Position/Duties**

➤ Under the supervision of the site Principal, the Garden Consultant/Coordinator will oversee garden planting and care. The Garden Consultant will also work with teachers and students at all grade levels (K-8) to develop and maintain classroom and school gardens and to develop and use standards based curriculum for garden based instruction. The Garden Consultant will also be responsible for fundraising and grant writing to maintain garden related projects.

Facilitate and supervise classroom visits to the garden (K-6 approximately 40 minutes per class per week/middle school garden elective approximately 55 minutes twice per week).

Extra flexible hours per week are authorized for garden maintenance, lesson and materials preparation, grant research/writing work (up to 25 total hours per week)  
10 flexible hours authorized for summer garden maintenance.

**Qualifications**

- Familiarity with elementary/middle school curriculum and classroom activities.
- Ability to supervise and engage elementary/middle school students in small and large groups.
- Ability to work with parents, teachers and students in a cooperative venture.
- Knowledge of gardening and basic plant science.
- Experience with fundraising and grant writing preferred.

**Hours /Compensation**

- 3 days per week:
  - 8:30 a.m. – 3:00 p.m. on Tuesdays and Fridays (includes 30 minute unpaid lunch)
  - 8:30 a.m. – 1:15 p.m. on Wednesdays
- \$21/per hour – up to 25 hours per week during the school year plus up to 10 hours per week during the summer

**Requirements upon hiring**

- TB and fingerprint clearance
- Mandated Reporter Child Abuse Certification

**Note: Timesheets must be signed, authorized and returned to the District Office at the end of the month work has been performed for payment.**

**Application Requirements**

- Completed Classified Application (available at [www.wrightesd.org](http://www.wrightesd.org) or apply on-line – [www.edjoin.org](http://www.edjoin.org))
- Cover Letter
- Resume
- Letters of Recommendation