



Geyserville New Tech Academy

1300 Moody Lane, Geyserville, CA 95441

(707) 857-3592

Deborah Bertolucci, Superintendent/Principal

Geyserville Elementary School

21485 Geyserville Avenue, Geyserville, CA 95441

(707) 857-3410 Denise McCullough, Principal

**Classified Position Announcement:
Garden Coordinator (Elementary)**

Application Deadline: 11/22/17

The goal of Geyserville Unified School District is to provide the leadership needed to ensure that systems and operations run as smoothly as possible enabling staff and students to go about exemplary teaching and learning. An additional intention is to build upon the strengths of those staff members and utilize their skills and talents to assist with this goal.

Under the general direction of the site administrator, the Garden Coordinator works with Geyserville Elementary School staff to develop and implement school garden programming and manage the day-to-day tasks in the school garden. The Garden Coordinator displays a demonstrated passion for garden-based education and a highly functional knowledge of gardening, basic plant science and nutrition. They use this knowledge to develop lessons with teachers of each of the K – 5th grades. They are highly organized, keeping detailed records of garden activities, including success and failures, for reporting to supporting organizations. They are able to effectively coordinate schedules for student and volunteer participation. They are comfortable working with other organizations in the local community and in Sonoma County to network, support and collaborate on events and activities that promote the importance of school garden programs. They enjoy working outdoors in varied conditions and playing in the dirt.

Employment Requirements:

- High School diploma or equivalent
- Possession of current CPR & First Aid certification
- One year of experience in an instructional garden or nutrition setting
- Ability to communicate effectively in Spanish and demonstrated cultural competency is highly desirable.
- One or more years of experience working with elementary aged students in a public school setting is highly desirable.
- Certificate or higher degree in a related field is highly desirable.

Salary, Schedule & Benefits:

- Salary is stipend based and funded by Geyserville Educational Foundation and the Syar Foundation. The current funding allows a stipend rate of \$200 per week. Stipend is not paid during school breaks.
- Required hours are Tuesdays and Fridays, 11 a.m. to 3 p.m. The position is expected to begin by the end of November 2017 and will end May 25, 2018.
- This is a non-represented, non-benefitted contract agreement position.

District Office

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~The Valley of Distinguished Schools~

To apply, please submit the following:

In-House: Letter of Interest
Sample garden-based lesson plan for any elementary level student/class

Outside: District Classified Application
Cover Letter
Resume
Two (2) Job Related Letters of Reference (dated within the past 2 years)
Copy of College Transcripts; Any Additional Related Certifications
Copy of Valid CPR/First Aid Card/Certificate
Sample garden-based lesson plan for any elementary level student/class

Documents can be mailed or delivered to: Amy White, HR Coordinator
c/o Geyserville USD
1300 Moody Lane
Geyserville, CA 95441
Or emailed to: awhite@gusd.com

Online Applications: Visit www.edjoin.org to apply for this position online. On the site, search for jobs listed with Geyserville Unified School District. Select the job that interests you and follow the steps to apply online. The site allows you to attach documents if needed.

Other Requirements:

Fingerprinting: In accordance with AB 1610 & 1612, Chapter 452 & 840, all employees must complete fingerprint background clearance through the California State Department of Justice prior to beginning work.

TB Test: Before employment and beginning work for this District, you will be required to file evidence of having had a tuberculosis examination (Intra-dermal skin test) with a negative result. Medically verified positive skin test results require a chest x- ray. You will be responsible for the cost of this test.

Work Authorization: As required by the Immigration Reform and Control Act of 1986, all persons offered employment must provide the District with documents that established their identity and employment eligibility.

The Geyserville Unified School District is an Equal Opportunity Employer and as such does not discriminate on the basis of race, color, sex, age, religion, national origin, ancestry, disability, veteran status, marital status, or any other status protected by law.

**Geyserville Elementary School
Garden Coordinator**

The goal of Geyserville Unified School District is to provide the leadership needed to ensure that systems and operations run as smoothly as possible enabling staff and students to go about exemplary teaching and learning. An additional intention is to build upon the strengths of those staff members and utilize their skills and talents to assist with this goal.

Position Overview:

Under the general direction of the site administrator, the Garden Coordinator works with Geyserville Elementary School staff to develop and implement school garden programming and manage the day-to-day tasks in the school garden. The Garden Coordinator collaborates with teachers to develop in-class garden lessons that connect to grade-level curriculum and standards, helps organize community events, helps recruit, supervise and train volunteers and documents outcomes and impact through evaluation and tracking.

General Duties:

1. Works with teachers to develop in-class garden lessons that support grade-level content standards.
2. Works with teachers to promote healthy eating habits with children via nutrition classes as they relate to the garden.
3. Coordinates with school administration and teachers to establish a schedule and plan for the lessons.
4. Provides hands-on lessons with approximately 100 total students from Kindergarten through 5th grades.
5. Provides a total lesson time of one hour, per week, per classroom.
6. Provides an atmosphere of both learning and enjoyment for all participants.
7. Collaborates with the larger school community in the organization of events throughout the school year that incorporate and highlight to the Geyserville community our school garden program. These events include Back to School Night, Open House, Fall Colors, Holiday Celebration and Earth Day and other appropriate events as we are made aware of them.
8. Organizes, orders, maintains and replenishes supplies needed for the garden and needed for any lessons associated with the garden.
9. Organizes and oversees recruiting and training parent and school community volunteers.

10. Organizes and oversees implementation of quarterly work parties and coordination with volunteers and volunteer groups (such as Parent Club and Geyserville Educational Foundation) to keep the garden maintained and planted.
11. Regularly participates in professional meetings and activities.
12. Reports every month to Geyserville Education Foundation with updates on garden activities, successes and challenges.
13. Performs other garden and nutrition related work as required.

Other Responsibilities & Standards:

1. Demonstrated passion for garden-based education.
2. Knowledge of gardening and basic plant science.
3. Knowledge of nutrition and cooking.
4. Basic knowledge of teaching strategies and methods supporting current curriculum standards and classroom activities.
5. Ability to develop creative lessons, events and community engagement opportunities.
6. Strong ability to keep records, keep documents organized and to coordinate diverse groups of participants.
7. Ability to supervise elementary children.
8. Ability to maintain a cooperative relationship with those contacted during the course of work.
9. Ability to relate positively with students, staff, parents and the public.
10. Maintains connections with other area garden coordinators and resources, such as School Garden Network of Sonoma County (www.schoolgardens.org).
11. Maintains the confidentiality of school related information.

Education Required:

High school diploma or equivalent.

Either a certificate or a higher degree in a related field such as education, botany, biology, environmental sciences, natural resources, permaculture, nutrition or agriculture is highly desirable.

Credentials / Training Required:

Possession of a valid CPR/First Aid certification.

Experience Required:

Ability to communicate effectively in Spanish and cultural competency is highly desirable.

One year of experience in an instructional garden or nutrition setting.

Experience of one or more years working with elementary aged children in a public school setting is highly desirable.

Working Conditions:

The large majority of work in this position is completed outside. Minimal indoor work is required for research, planning and general office tasks. Employee should be prepared for inclement and varied weather conditions when completing tasks. This position requires the employee to be comfortable bending, stretching and reaching, getting dirty, cleaning up after other people and working with various tools and supplies, including those related to pest abatement and natural fertilization techniques.

Reports To:

Site Administrator

The Geyserville Unified School District is an Equal Opportunity Employer and as such does not discriminate on the basis of race, color, sex, age, religion, national origin, ancestry, disability, veteran status, marital status, or any other status protected by law.