

SCHOOL GARDENING PROGRAM SPECIALIST

DEFINITION

Facilitates the design, policy development, and utilization of school-based gardens and sustainable programs, in support of educational and sustainability initiatives including habitat restoration, water reclamation, edible gardens, orchards and instructional landscapes.

TYPICAL DUTIES

- Serves as a liaison for community, city, non-profit organizations, parent groups, and various District offices regarding sustainable programs and initiatives.
- Develops partnerships with subject matter experts and other entities which support community engagement in the development of green spaces.
- Evaluates the cost effectiveness, environmental benefits, technical feasibility and integration capabilities of sustainable programs and initiatives.
- Collaborates with master planning personnel in the development of related campus modernization plans.
- Conducts professional development conferences and training workshops for teachers, students, parents and volunteers.
- Solicits involvement from public agencies, private organizations, and businesses to support school gardening activities.
- Demonstrates gardening techniques to teachers, students, volunteers, and parents.
- Solicits material and financial donations in support of school gardening activities.
- Assists in writing project proposals and grant applications in pursuit of funding for sustainable programs and initiatives.
- Conducts site visits of campuses at the request of administrators and teachers to give technical support for school gardening and discuss design, development, and maintenance, activities with stakeholders.
- Coordinates and organizes campus greening initiatives to ensure compliance with policies, standards, laws and environmental regulations.
- Assists in the coordination of activities by classrooms and volunteers at participating schools.
- Maintains a computer database of school garden sites and participating personnel and volunteers, public agencies, private organizations, and vendors who support school gardening activities in the District.
- Develops and executes communication strategies aimed at raising awareness, long-term funding, and promotion for gardening and sustainable schoolyard programs within the District.
- Represents the District at industry and public events regarding school greening initiatives.
- May coordinate workshops for teachers, students, parents, and volunteers on horticultural practices as they relate to growing fruits, vegetables, and herbs.
- May recruit, assess, and train volunteers.
- Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

A School Gardening Program Specialist provides support and advocacy for school gardens and sustainable programs and initiatives for the District.

A Naturalist conducts educational programs in environmental education, natural science, and human relations for students; conducts hikes and campfire programs; and performs various manual duties related to camp facilities, animals, trails, and supplies at an outdoor-education center.

A Sustainability Specialist performs a variety of professional-level duties primarily oriented toward the research, analysis and execution of sustainability objectives and assists higher-level personnel in performing more complex assignments.

SUPERVISION

General supervision is received from the administrator. No supervision is exercised.

CLASS QUALIFICATIONS

Knowledge of:

- Site selection and design of instructional, edible and habitat gardens
- Basic nutritional values of fruits, vegetables, and herbs
- Methods, materials, tools and equipment necessary in the design, development, and maintenance of school-based gardens basic landscape design concepts, tools appropriate for use by students, and organic gardening techniques used in food production
- Public agencies, private organizations, and businesses currently involved in, or with the potential to be involved in, school-based gardening and nutrition education activities
- Basic mathematics, including cost analysis
- Basic understanding of joint-use and access agreements
- Basic understanding of District design guidelines and standards
- Basic understanding of site grading, water and storm water control
- Community engagement practices
- Soil composition and analysis
- Environmental health and safety policies and procedures
- Native plants and micro-climates of Southern California
- Environmental conservation practices
- California Department of Education sustainable program guidelines
- Funding and grant sources for sustainable programs
- Innovative gardening and greening practices
- Microsoft Word, Excel, PowerPoint, and Access

Ability to:

- Determine effective methods of collecting, evaluating, and presenting gardening information
- Plan and schedule projects and tasks
- Communicate effectively orally and in writing
- Work effectively with District employees, students, and the public
- Coordinate community engagement activities
- Estimate costs associated with sustainable schoolyard initiatives
- Conduct workshops and meetings
- Manage projects and programs in an effective and collaborative manner
- Utilize social media outreach and networking tools

Special Physical Requirements:

Ability to stand, walk, bend, reach overhead, crouch, kneel, balance, push, pull, and safely lift and carry objects weighing up to 50 pounds

ENTRANCE QUALIFICATIONS

Education:

Graduation from a recognized college or university with a bachelor's degree, preferably in horticulture, landscape architecture, urban planning, environmental science, or a related field.

Experience:

Two years of experience assisting in the coordination of activities related to school or community gardening programs with multiple sites; urban planning; or experience planning, funding, and implementing sustainable programs and initiatives.

Special:

A valid California Driver License.
Use of an automobile.

This class description is not a complete statement of essential functions, responsibilities or requirements. Requirements are representative of the minimum level of knowledge, skill and/or abilities. Management retains the discretion to add or change typical duties of a position at any time.

Revised
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