

COLUSA COUNTY OFFICE OF EDUCATION

CATEGORY: CLASSIFIED

CLASSIFICATION: EDUCATIONAL SERVICES

JOB TITLE: FARM TO SCHOOL LABORATORY COORDINATOR

BASIC FUNCTION:

Under the direction of the Assistant Superintendent or designee, the Farm to School Laboratory Coordinator performs a variety of work in a classroom setting, greenhouse, surrounding raised beds and the laboratory pathway. This includes Agriculture program education, overseeing fruit/nut/vegetable garden (orchard and raised beds) and riparian park construction; irrigation installation, planting, use and maintenance; greenhouse use and management; raised bed and orchard harvest, food delivery and sale.

REPRESENTATIVE DUTIES:

Implement board of education and administrative policies, rules, regulations and directives. *E*

Provide assistance regarding community resources, promoting partnerships and linkages with agencies that support educational programs including working with Project Coordinator in creating laboratory pathways for involving local schools and the community. *E*

Develop action plans, assess progress and resolve challenges with Project Administrator and Project Coordinator. *E*

Attend stakeholder meetings and various meetings and conferences where warranted. *E*

Collaborate with public agencies and the community to enhance agricultural services. *E*

Implementation of the Taste and Teach program increasing the awareness and understanding of California's agriculture commodities. *E*

Build a raised bed(s) and start pilot plantings of various vegetables to be determined with Project Coordinator and advisory committee

Prepare and maintain greenhouse for growing activities and pilot plantings of riparian trees and plants, bedding transplants, spring starts for sale, and greenhouse grown vegetables

Start pilot plantings in fall/winter

Help plan, install and maintain irrigation for all planting areas

Become knowledgeable of laws regarding GAP food handling, traceability and cleanliness requirements for bringing agricultural products to market

Work with food service staff, along with the project coordinator, in selection and delivery of agricultural products.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Appropriate codes, laws and Federal and State regulations related to assigned programs

Oral and written communication skills

Interpersonal skills using tact, patience and courtesy

Correct English usage, grammar, spelling, punctuation and vocabulary

ABILITY TO:

Read, interpret apply and explain rules, regulations, policies and procedures
Establish and maintain cooperative and effective working relationships with others
Analyze situations accurately and adopt an effective course of action
Meet schedules and time lines
Work independently with little direction
Plan and organize work
Lift and carry objects weighing up to 40 pounds
Operate a vehicle to conduct work

EDUCATION AND EXPERIENCE:

Any combination of education, training and experience which demonstrates ability to perform duties and responsibilities as described including specialized knowledge and work experience in landscaping and agricultural production techniques.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license

WORKING CONDITIONS

ENVIRONMENT:

Outside

PHYSICAL ABILITIES:

Dexterity of hands and fingers to operate a computer keyboard and standard office equipment
Sitting or standing for extended periods of time
Bending at waist, kneeling or squatting
Reaching overhead, above the shoulders and horizontally to retrieve and store supplies and files
Hearing and speaking to exchange information on the telephone or in person
Seeing to review, distribute and type materials
Seeing to monitor program activities and operations
Lifting, pushing, pulling and carrying objects weighing up to 40 pounds
Driving a vehicle to conduct work

HAZARDS:

Potential for contact with blood-borne pathogens and communicable diseases

Employee Group: Classified - Unrepresented

FLSA Status: Non-Exempt

Salary Schedule: 735

Approval Date: May 2023