

SOUTHEAST ISLAND SCHOOL DISTRICT
Classified Employee Position Description
GREENHOUSE & AGRICULTURE PROGRAM MANAGER

Job Summary:

Provide planning, support, and supervision necessary to implement a successful district-wide Greenhouse & Agricultural program. The Greenhouse & Agricultural Manager is responsible for increasing the quantity and quality of locally grown food for food insecure individuals, families, neighborhoods, and communities on Prince of Wales Island.

Minimum Qualifications:

- High school diploma or equivalent
- Experience working in the field of agriculture
- Knowledge of poultry, livestock (e.g. goats) and outdoor gardens and greenhouses desired
- Effective student and employee/volunteer management skills
- Computer skills (Mac and/or PC), including experience with databases, word processing, spreadsheets, etc.
- Demonstrated skill in taking direction and working at an independent level
- Strong organizational skills
- Strong written and oral communication skills
- Strong work ethic (e.g. meets deadlines, works effectively with varied agencies and people)

Preferred Qualifications:

- Baccalaureate degree in education, agriculture, or related field
- Knowledge of all aspects of greenhouse management, including pest control and aquaponic systems
- Understanding of commercial products such as bedding plants and hanging baskets
- Business management experience
- Effective leadership and management skills
- Experience in working with outside agencies for the purpose of collaboration
- Experience in seeking grant sources and writing grant proposals

Physical Requirements:

- Ability to safely, regularly lift and/or move up to 20 pounds and occasionally lift and/or move up to 50 pounds
- Ability to stoop, kneel, crawl, bend, turn, reach, climb, balance, sit, stand, or other movements as necessary to meet mission
- Ability to work indoors and outdoors year-round
- Adherence to all district health and safety policies
- Adherence to professional dress and appearance expectations as appropriate to assignment
- See and read a computer screen and printed matter with or without vision aids
- Hear and understand speech at normal levels and on the telephone with or without hearing aids
- Speak so that others may understand at normal levels, on the telephone, and during audio and video conferencing

Duties and Responsibilities:

1. Manage district's greenhouses, agricultural projects, entrepreneurial projects, and student-operated businesses.
2. Train and supervise/oversee part-time greenhouse and agricultural staff.
3. Conduct marketing for Southeast Island School District greenhouse, agricultural, and other products.
4. Assess each school site for their needs.
5. Seek and write grants for additional ag program funding.
6. Coordinate the distribution of products to schools; support retail sales and distribution.
7. Develop training that will make it possible for volunteers to take care of various greenhouse, garden or agricultural tasks during summer breaks and on weekends. For example, Thorne Bay greenhouse will need volunteers to be instructed on feeding the fish in the aquaponic system, performing water tests, recording the results, and monitoring for aphids.
8. Create and update webpage and social media focused on greenhouses, agricultural projects, entrepreneurial projects, and student-operated businesses.
9. Advertise the training date(s) on the schools' Facebook pages and with flyers posted in town.
10. Create calendars on white boards at each site and possibly online that can be shared with the volunteers, so that at a glance, one can see who is signed up for what days.
11. Honor/recognize volunteers in some way such as a dinner.
12. Use positive interpersonal and community-building skills.
13. Maintain a high level of ethical behavior (e.g., confidentiality, attendance and punctuality, etc.).
14. Provide learning opportunities for students and support to teachers in relation to greenhouses, agricultural projects, entrepreneurial projects, and student-operated businesses.
15. Organize and supervise the district's agricultural educational component (Greenhouse Management Class). Greenhouse Management teaches skills and concepts for students desiring to work in the greenhouse/agricultural industry.
16. Provide learning opportunities for students and support to teachers in relation to greenhouses, agricultural projects, entrepreneurial projects, and student-operated businesses.
17. Meet with school principals before school starts in the fall school to determine potential work-study options for students.
18. Collaborate with other professional staff to implement the goals of the school and district.
19. Keep abreast of current and emerging educational research, and trends.
20. Effectively manage personnel to achieve district goals.
21. Meet deadlines for reports
22. Perform other duties as assigned.

Supervisor: Superintendent or designee

Terms of Employment:

Authorized Hours: 40 hours/week. FLSA non-exempt.

Days/Weeks/Months: 40 weeks/year (prorated for partial year assignments)

Classification: Classified/Hourly

Location: District-wide

Benefits: As identified in the current [Classified Employee Handbook](#)

Salary: Determined based on the Classified Employee Salary Schedule.

Evaluation:

New employee: at the end of the probationary period (90 days) and again by March 15.

Annual: by November 15.

Supervisors may conduct additional evaluations of any employee as needed.