

Sauvie Island School
Job Description
School Garden Coordinator & Instructor
Contracted Position

CONTRACT INFORMATION:

Application Deadline Date: Until Filled

Start Date: As Soon As Possible

Posting Date: June 2025

Job Title: School Garden Coordinator & Instructor
Location: Sauvie Island School
Department: Contracted
Report to: Executive Director
Status: Part-Time (2) 6.5hrs days per week – during the school year (37 weeks)
(1) 6.5hrs days per week – during the summer (10 weeks)
Compensation: \$30/hour, \$16,380 for a 47-week contract, Invoiced monthly

SUMMARY: This position is responsible for all aspects of the school garden program, with the primary duties focused on planning, planting and maintaining the school gardens and greenhouse. Developing and delivering grade appropriate instruction for whole group and small groups in grades K-8. Coordinating with the Dean of Curriculum and the School Chef to utilize the harvest in the school lunch program.

ESSENTIAL REQUIREMENTS:

PERSONAL QUALITIES:

1. Sense of humor
2. Critical thinking skills
3. Empathetic listener
4. Strong work ethic
5. Positive, problem solving attitude
6. Trustworthy

ESSENTIAL DUTIES AND RESPONSIBILITIES: Essential duties of this position include the following. Contractor in this position perform some or all of the following tasks. Other duties may be assigned.

- Plan, plant, and maintain school gardens and greenhouse throughout the year
- Develop and deliver grade-appropriate garden-based instruction for K–8 students in both whole group and small group setting
- Align garden curriculum with school-wide academic goals and standards in coordination with the Dean of Curriculum
- Collaborate with the School Chef to integrate garden harvests into the school lunch program
- Organize seasonal planting schedules and ensure timely care of plants and garden infrastructure
- Promote student engagement in all aspects of gardening, including planting, harvesting, and composting
- Maintain tools, supplies, and greenhouse equipment in good working order
- Foster environmental stewardship and hands-on learning experiences through garden activities
- Coordinate with teachers and staff to support classroom connections to the garden curriculum

- Ensure the safety and supervision of students while working in the garden and greenhouse
- Comply with applicable School, state, local and federal laws, rules and regulations.
- Interacts thoughtfully and courteously with students, staff and community.
- Attend work regularly and is punctual.
- Attends Staff Meetings or Required Building Trainings-when requested.
- Other duties as assigned.

SUPERVISORY RESPONSIBILITIES: Supervise other student workers and volunteers. Contractors have some responsibility for supervising students and assisting in maintaining a safe environment.

ESSENTIAL REQUIREMENTS:

The ideal contractor will be able to meet K-5 students where they are with their garden and greenhouse skills, knowledge and interest to help them grow in their garden appreciation and confidence. They will offer a variety of 6th-8th grade garden and greenhouse opportunities throughout the year which inspires learning and engagement. They will be able to work independently, but collaboratively with staff to establish garden and greenhouse lessons that compliment what students are learning at each grade level.

QUALIFICATIONS: To perform this contact successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- **Education and/or Experience:** High school diploma or General Education Diploma (GED) and at least one year related experience and/or training or equivalent combination of education and experience. Prior experience in school gardens preferred.
- **Interpersonal Skills:** Works well with others from diverse backgrounds. Focuses on solving conflict; maintaining confidentiality; listening to others without interrupting; keeping emotions under control; remaining open to others' ideas and contributing to building a positive team spirit.
- **Language Skills:** Ability to communicate fluently verbally and in writing in English. Ability to read, comprehend and interpret simple instructions, safety rules and operating instructions. Ability to verbally respond to common inquiries from students and staff. Ability to draft simple memos and correspondence.
- **Mathematical Skills:** Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals. Ability to perform basic math skills involving monetary units.
- **Reasoning Ability:** Ability to apply common sense understanding to carry out instruction in written, oral or diagram form. Ability to deal with problems involving several variables in standardized situations.
- **Computer Skills:** General knowledge of computer usage. Ability to enter accurately enter data and run reports from school computer system.
- **Other Skills and Abilities:** Ability to appropriately communicate with students, teachers, parents and members of the community. Ability to be highly organized and efficient in an environment that requires strict adherence to a schedule.

