

SCHOOL DISTRICT OF SARASOTA COUNTY

JOB DESCRIPTION

FARM MANAGER

SALARY SCHEDULE: ADMININSTRATIVE - F

COST CENTER: Career & Technical Education (9014)

QUALIFICATIONS:

- (1) Bachelor's Degree in Agriculture, Agriculture Management, Agricultural Science, or Biology; or an equivalent combination of education and job-related experience from which comparable knowledge and ability can be acquired.
- (2) Previous experience in a Farm to School program or agricultural setting
- (3) Completion of Produce Safety Alliance Grower Training within first six months of employment

KNOWLEDGE, SKILLS AND ABILITIES:

Ability to serve students, staff and community stakeholders. Effective communication, research and presentation skills are essential. Knowledge of federal, state and local rules and regulations related to Agriculture, Food Production and Natural Resources. Demonstrated experience and knowledge of best management practices in Land Management, Food Production and Animal Husbandry. Ability to plan, implement and evaluate programs. Ability to operate equipment associated with farm operations.

REPORTS TO:

Cost Center Head or Designee (9014)

JOB GOAL

To provide leadership, coordination, technical assistance, and support in the development and operation of the school district's Farm as a hub for school district and community agricultural literacy. Promotes and supports school-based food production programs and Food & Nutrition Services department Farm to School efforts.

SUPERVISES:

Classified and or Instructional staff as assigned

PERFORMANCE RESPONSIBILITIES:

- *(1) Overall administration and daily operation of the Farm
- *(2) Develop and direct Standard Operating Procedures for the Farm
- *(3) Develop and direct Food Safety Plan for the Farm
- *(4) Develop and manage Pre-K - 12 experiential learning opportunities focused on agricultural literacy and careers in the Agriculture, Food, & Natural Resources career cluster
- *(5) Collaborate with teachers and school staff to develop hands-on learning experiences
- *(6) Support workshops that advance agricultural education for teachers, students, and families
- *(7) Serve as the Farm's volunteer coordinator, managing all volunteer access and programming
- *(8) Support the Farm's facility management, submit and track work orders for facility/equipment issues
- *(9) Provide leadership and support for all student Supervised Agricultural Experiences (SAEs), to include animals and plants, at the Farm
- *(10) Collaborate and support schools and families with 4-H and Future Farmers of America (FFA)
- *(11) Establish and maintain strong working partnerships with local farmers and agricultural organizations

- *(12) Coordinate with Safety and Security to ensure the Farm is compliant with District Standards and has an appropriate Emergency Response Plan
- *(13) Identify, pursue, and manage relevant grants
- *(14) Assist the cost center head in the development, management, and evaluation of budget and spending related to Farm Operations
- *(15) Prepare and maintain all required reports and appropriate records
- *(16) Maintain visibility and accessibility.
- *(17) Perform other incidental tasks consistent with the goals and objectives of this position and as required by the Executive Director of Career, Technical, and Adult Education.
- *(18) Every Sarasota County Schools employee has emergency response responsibilities, though not every position will require routine assignments during an emergency event. All employees are subject to recall around the clock for emergency response operations, which may require irregular work hours, work at locations other than the normal work location, and may include duties other than those specified in the employee's official job description. Assignments in support of emergency operations may be extensive in nature, with little advance notice, and may require employees to relocate to emergency sites with physically and operationally challenging conditions

PHYSICAL REQUIREMENTS:

Heavy work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently and/or up to 20 pounds of force as needed to move objects

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan.
Length of the work year and hours of employment shall be those established by the District.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Job Description Supplement No. 02

*Essential Performance Responsibilities