



## **Coord 6 / Greenhouse Mngr**

### **Purpose Statement**

The job of Coord 6 / Greenhouse Mngr is done for the purpose/s of managing and directing the daily operations and activities of the greenhouse. The Greenhouse Manager is to train and supervise the Oak Springs School and Utah State Hospital staff in greenhouse operations, cleanliness, general greenhouse activities and oversee greenhouse sales and monetary intake.

This job reports to Oak Springs Principal

### **Essential Functions**

- Assists in the compilation and review of data for the annual assessment of the needs and interventions on behalf of gang involved, gang related, and other at-risk served students and families for the purpose of
- Incorporates an ongoing analysis of information to determine the strengths of the programs, as well as areas of needed improvement for the purpose of
- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.
- Provides documentation necessary to support the completion of the mid-year and annual Gang Prevention and Intervention Grant reports for the purpose of
- Aids appropriate school personnel with the identification of gang involved, gang related and other at-risk students. This would include attending school team meetings and Allied Agency meetings for the purpose of
- Assists in the selection and supervision of Gang Prevention and At-Risk Intervention staff for the purpose of
- Attends and participates in collaboration meetings as required for the purpose of
- Collaborates in the assessment, planning, development, implementation, and evaluation of the Gang Prevention and Intervention grant in accordance to all associated guidelines for the purpose of
- Conduct training for Oak Springs School, USH and greenhouse staff on Worker Protection Standards, Cleanliness, Plant care, proper watering techniques, Pesticide Applications, etc. Maintain appropriate records. for the purpose of
- Conducts home visits to migrant families to disseminate information, conduct interviews, collect data, establish rapport, and provide supportive services for the purpose of
- Coordinate education classes and community events and activities with Oak Springs School, Provo School District and Utah State Hospital personnel. for the purpose of
- Coordinates the completion of the mid-year and annual Gang Prevention and Intervention Grant reports for the purpose of
- Develop and manage Integrated Pest Management (IPM) program. for the purpose of
- Develops proposals and coordinates program implementation (e.g. In-school catch up/credit recovery, after-school programs, and supplemental summer programs, etc.) for the purpose of

- Engages with the Director of Student Services and/or designee, school site administrators, staff, and community to ensure design of interventions meet the needs of students for the purpose of
- Holds regular in-service training and coordination meetings for all Gang-Prevention and At-risk Intervention staff for the purpose of
- Maintain greenhouse files and records, chemical use and fertilization program, and plant growing schedule and sales times and dates. for the purpose of
- Manage daily operation of greenhouse, including: space allocation, planting, watering, preparing growth media and soil mixes, fertilization, insect and disease control, and establishing and monitoring plant growth environments. for the purpose of
- Monitor the environmental conditions of the greenhouse, mechanical equipment, and irrigation system controls, and work closely with USH Mechanical Services to insure their proper operation and maintenance needs. for the purpose of
- Organizes activities designed to continue and strengthen parent participation with school and their child's educational experience for the purpose of
- Organizes, directs, and participates in parent outreach and community meetings as needed for the purpose of
- Other duties as assigned for the purpose of
- Oversees data collection and maintains all necessary records and statistics in order to disseminate pertinent information related to the Gang Prevention and Intervention efforts as related to grant funding and timelines for the purpose of
- Participates in annual Performance Evaluation of Gang Prevention and At-Risk Intervention staff for the purpose of
- Prepare supplies list along with plant and seed needs each year and review them with Oak Springs School Administration, Provo School District Purchasing Agent and the Utah State Hospital. for the purpose of
- Prepare and manage greenhouse budget on behalf of Oak Springs School and Provo School District Purchasing Agent. for the purpose of
- Provides supervision of Gang Prevention and At-Risk Intervention support services and personnel for the purpose of
- Scheduling and coordinating tasks and responsibilities for all Educational, Occupational and Recreational Therapists at Oak Springs School and The Utah State Hospital. for the purpose of
- Serve as a resource to the Oak Springs School and Utah State Hospital staff on all questions related to appropriate cultural practices for plant species used in their campus beautification program and greenhouse sales season. for the purpose of
- Supervise projects; ensure that plant needs specifications are being met. for the purpose of
- Works with the Director of Student Services and/or designee to monitor allocations and expenditures to insure that the acquisition of staff, program materials, equipment, etc. are in accordance with allowable funding guidelines. Seeks prior approval for any costs outside of normal allocated funds for the purpose of
- Works with the Director of Student Services and/or designee to prepare and administer budget for the purpose of

**Job Requirements: Minimum Qualifications**

## Skills, Knowledge and Abilities

SKILLS are required to perform single, technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: adhering to safety practices and procedures; analyzing data; handling hazardous materials.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and understand complex, multi-step written and oral instructions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: assessment instruments and techniques; health standards and hazards; job-related codes/laws/rules/regulations/policies.

ABILITY is required to schedule activities and/or meetings; gather, collate, and/or classify data; and consider a number of factors when using equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined and similar processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a wide diversity of individuals; work with similar types of data; and utilize a variety of job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data may require independent interpretation; and problem solving with equipment is moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; displaying mechanical aptitude; organizing tasks.

## Responsibility

Responsibilities include: working under limited supervision following standardized practices and/or methods; providing information and/or advising others; monitoring budget expenditures. Utilization of resources from other work units may be required to perform the job's functions. There is a continual opportunity to have some impact on the organization's services.

## Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling, significant stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 10% sitting, 20% walking, and 70% standing. The job is performed under some temperature extremes and under conditions with some exposure to risk of injury and/or illness.

**Experience:** Job related experience with increasing levels of responsibility is desired.

**Education:** Targeted, job related education with study in job-related area.

**Equivalency:**

### Required Testing

Pre-Employment Proficiency Test

### Certificates and Licenses

Valid Driver's License & Evidence of Insurability

### Continuing Educ. / Training

Maintains Certificates and/or Licenses

### Clearances

Criminal Justice Fingerprint/Background Clearance

## FLSA Status

Non Exempt

## Approval Date

## Salary Grade

Lane 6