

Range	33
Hours/day	8
Hours/week	40
Months/year	12

SHASTA-TEHAMA-TRINITY JOINT COMMUNITY COLLEGE DISTRICT

JOB TITLE: Farm Lab Coordinator

DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES

To plan, organize, and coordinate the day-to-day activities and operations of assigned areas in Environmental Science; to operate and maintain farm equipment and to supervise and oversee student workers. To provide record keeping of those activities at the direction of faculty. Employees in this classification receive limited supervision within a framework of standard policies and procedures. Employees in this classification direct and supervise the work of students and act in a lead capacity to other employees. This job class performs a wide variety of maintenance, groundskeeping, and general functions at assigned College sites within the District. This job class functions independently and requires specialized knowledge and skills in farming, horticulture, and natural resources.

SUPERVISOR: Instructional Dean or designee

TYPICAL DUTIES:

- Plans, supervises, and participates in daily operation at assigned college lab sites.
- Oversees instructional areas as assigned.
- Assists certificated staff in the instruction and training of students in assigned subject areas.
- Prepares equipment, supplies, and materials for Agriculture and Natural Resources laboratories, including lab animals, held on college instructional sites.
- Assists students in small groups or one on one in classroom, lab, and other instructional areas as assigned.
- Coordinates the work of students at the various lab sites.
- Acts in a lead capacity in operations with other classified employees.
- Assists horticulture department by preparing equipment and securing supplies; supervises maintains horticulture department during summer months.
- Develops and implements instructional strategies and methods designed to reinforce concepts and materials presented by certificated staff.
- Assists in providing general supervision of the Farm Student Dormitory residents including their adherence to College policy and regulations.
- Assists with tagging, marking, tracking and inoculation of farm animals.

Typical Duties (continued):

- Participates in the advertising and selling of agricultural products in accordance with District policies and procedures.
- Operates various instructional and lab equipment, machines, and instruments and ensures that such equipment is maintained in proper operational condition.
- Maintains and monitors inventory levels of instructional/lab supplies, parts, tools, equipment, and other materials and maintains their proper storage, security, and distribution.
- Establishes and maintains accurate records, files, and other information related to assigned instructional activities.
- Assists with the tracking and monitoring of designated budget expenditures.
- Organizes tours of the farm laboratory areas for schools and other public visitations.
- Participates in Division Safety Committee as assigned.
- Coordinates and participates in campus activities as assigned.
- Performs other related duties similar to the above in scope and function as required.

EMPLOYMENT STANDARDS:

Knowledge of:

- principles, methods, and procedures of instructing and providing learning opportunities to assigned students.
- Scientific methods, techniques, and practices.
- care and feeding of lab animals.
- planting, irrigating, and fertilizing, and harvesting crops.
- weed and pest control methods, techniques, and practices.
- safe and proper operation and routine maintenance of lab equipment and machines including tractors, discs, planters, combines, cement mixers, power saws, etc.
- training and experience as appropriate to hazardous materials, pesticides, and chemicals in related area of assignment.

Ability to:

- plan, organize, prioritize, and carry out work assignments.
- quickly identify problem situations and areas and take appropriate action to resolve problems identified.
- effectively care for and feed lab animals.

- effectively operate and maintain perform routine maintenance on farm equipment and tools.
- assist with spraying of pesticides of farm crops and plants.
- assist with planting, irrigating and fertilizing crops.
- communicate effectively and tactfully in oral and written forms.
- learn district policies and procedures as applied to assigned instructional areas.
- perform a variety of instructional assistance and support functions.
- enforce established safety rules, regulations, and procedures.
- prepare, operate, maintain, and demonstrate lab machinery, equipment, and materials.
- prepare and maintain accurate and up to date records, files, and other documentation.
- understand and carry out written and oral instructions independently.
- organize and prioritize own work so as to meet established time lines.
- train and oversee the work of students as assigned.
- act in a lead capacity with other staff.
- Obtain a Pesticide Application's Certification within a specified period.
- meet the physical requirements necessary to safely and effectively perform required duties.
- establish and maintain effective work relationships with those contacted in the performance of required duties.

EDUCATION/EXPERIENCE:

- Minimum of two years of experience in related area of assignment.
- Bachelor or Associate Degree or equivalent combination of education and experience in appropriate area depending on assignment.
- Supervisory methods and techniques.