



Job Description

Title: Vocational Teacher
Reports to: Executive Director
FLSA: Hourly non-exempt
Employee Type: Part time
Revision: 9/17/2018

SUMMARY:

Vocational Teacher will perform variety of administrative duties while working closely with the Garden Director, Special Needs Teacher and the Lead Farmer. The Vocational Teacher will work with the Special Needs Adult Transition and Adult Day programs that participate in the Sunflower Hill Gardens programs. Adapt the established garden curriculum to suit the needs of the individuals attending the program less frequently focusing on vocational training. Work closely with Special Needs Garden Interns, providing vocational and life-skill training and coaching. In conjunction with developing micro-business ideas with the interns, both garden and non-garden related. Alongside assessment of vocational program(s) currently offered (Stable Café) and working closely with the Executive Director to further develop this program.

REPRESENTATIVE DUTIES:

The employee may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge or abilities associated with this classification, but is intended to accurately reflect the principal job elements:

Primary Duties:

- Teaching Adult Special Needs classes/groups: This will sometimes include lead teaching and at other times supporting the classes/groups. This includes the initial teaching time and the closing time with each class/group.
- Support Special Needs garden work teams: In collaboration with other garden leaders, identify work tasks and work teams and oversee that the various work teams are executing well.
- Curriculum Adaptation: In partnership with the Special Needs Teacher, adapting lessons and teaching materials for the garden classes & programs who visit the garden on a less frequent basis.
- Develop and Support Intern Program: Contribute to positively influencing the Special Needs interns, including provide proper modeling and feedback in the areas of work group leadership, social interactions, and tasks execution.
- General garden support: Provide other input to support the continued development and improvement of Sunflower Hill Gardens and accomplishment of garden work objectives.
- Systemize and develop farm/produce and micro-business sales with the Special Needs Interns while being inclusive of Special Need education enhancement.



QUALIFICATIONS

College bachelor's degree required. One or more years of teaching experience in desired. Experience with special needs student preferred but not required. Experience/knowledge of horticulture is desired but not necessary.

Candidates should have strong organizational, interpersonal and written/oral communication skills. A personable, flexible, and supportive approach is essential. Must be a self-starter and have the ability to multi-task and work independently. Intermediate or higher computer skills: MS Office applications with the ability to learn software as needed for curriculum development.

PHYSICAL REQUIREMENT/WORKING CONDITIONS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Ability to lift 25 pounds on a regular basis
- Ability to constantly lift, bend stretch and stand during entire shift
- Ability to frequently kneel, squat, bend, and stoop, twist and reach overhead with repetitive motions and walking up/down ladders
- Ability to perform light gardening duties

Generally, works in a moderately noisy outdoor environment with interruptions while teaching. Employee is exposed to outdoors weather conditions throughout the year.

LICENSES AND OTHER REQUIREMENTS:

Valid driver's license and ability to pass background check.

SCHEDULE:

Hours per week offered 10 – 12 which is inclusive of teaching/training hours and prep time. TENTATIVE: Tues, Thurs, Friday 9 AM - 12:30 PM with occasional weekends and evenings. Schedule will vary with weather conditions.



By signing below, I have read and understand the job functions as listed on this job description.

Employee Name: _____

Employee Signature: _____ Date: _____

Supervisor: _____ Date: _____