



# PACIFIC GROVE UNIFIED SCHOOL DISTRICT

435 Hillcrest Avenue Pacific Grove, CA 93950

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[www.pgusd.org](http://www.pgusd.org)

March 27, 2023

## ADDITIONAL SERVICES OR STIPEND POSITION

*DISTRICT EMPLOYEES WILL RECEIVE AN INTERVIEW*

**POSITION: Garden Coordinator**  
**Robert Down Elementary School**  
**Bilingual applicants preferred**

### JOB DUTIES:

- Encourage and motivate students to think independently and to take personal responsibility for their health, wellness, and nutrition as appropriate for their age and maturity
- Working closely with the classroom teachers, conduct garden classes using curriculum that matches hand-on activities with classroom concepts across grade levels and subject matter (science, social studies, mathematics, language arts, etc.)
- Establish and maintain standards of behavior for the garden that support district and school codes of student conduct while maintaining a welcoming garden learning environment
- Oversee and coordinate students' hand-on experiences in the garden (planting, tending, harvesting and cooking)
- Coordinate all garden volunteers and composting program
- Build involvement and commitment to the school garden within the school community, including teachers, administrators, students, parents, and volunteers
- Prepare and process the garden supply orders and maintain an up to date inventory
- Create and process a garden classroom schedule
- Maintain a safe and orderly garden learning environment

### SKILLS & EXPERIENCE:

- Facilitation and teaching experience with elementary age students
- Topics related to garden-based education, botany, environmental science, health and nutrition, gardening for food and food access
- Time management and scheduling
- Proper English usage, spelling, grammar and punctuation; techniques of letter, report, and grant writing

**EFFECTIVE:** 2022 – 2023 School Year; 2023 – 2024 School Year

**STIPEND:** \$3,300 per year per PGTA Bargaining Agreement; Pending Negotiation

**DEADLINE:** **Open till Filled**

**APPLICATION:** Please submit a complete application on Edjoin:

**Pacific Grove Unified School District**  
Human Resource Department  
Billie Mankey, Director II, Human Resources  
435 Hillcrest Avenue  
Pacific Grove, CA 93950.  
Phone: 831-646-6507; FAX: 831-646-6527  
District website: [www.pgusd.org](http://www.pgusd.org)  
E-mail: [bmankey@pgusd.org](mailto:bmankey@pgusd.org)

***All current district applicants will be contacted prior to interviews being scheduled.***

The Pacific Grove Unified School District does not discriminate against on the basis of sex, sexual orientation, gender, gender identity, gender expression, pregnancy, race, ancestry, national origin, religion, color, mental or physical disability, medical condition, genetic information, marital status, age, and military and veteran status.