



BERKELEY UNIFIED SCHOOL DISTRICT
Human Resources Department

**CLASSIFICATION AND
 POSITION DESCRIPTION**

TITLE:	Instructional Technician – Garden	REPORTS TO:	Assigned Supervisor
DEPARTMENT/SCHOOL:	Garden & Cooking Program	CLASSIFICATION:	Non-Administrative Classified Technical
FAIR LABOR STANDARDS ACT CLASSIFICATION:	Non-Exempt	WORK YEAR: HOURS:	10 months/Calendar 5009 Hours as assigned
APPROVED: Board Commission	June 29, 2016 July 15, 2016	SALARY GRADE:	Schedule: 56 Range: 36

BASIC FUNCTION:

Under the direction of an assigned supervisor, provide technical instruction and assistance to students and Instructional Specialists assigned to the Garden and Cooking Program’s gardening instructional components; assist in the development and provide nutrition information activities for students to encourage healthy and nutritional eating habits; prepare for and deliver classroom presentations to students to facilitate and enhance nutrition awareness; assist with and arrange the gardening program and related products, services and communications.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

- Provide technical instruction and assistance to students and Instructional Specialists assigned to the Garden and Cooking Program’s gardening instructional components; assist in the development of and provide garden-based nutrition information activities for students to encourage healthy and nutritional eating habits
- Assist in the set up for specific lessons and provide gardening information activities for students to encourage healthy and nutritional eating habits; assist in the development of lesson plans for individual grade levels and classes in accordance with established standards and specifications
- Prepare and deliver classroom presentations to students to facilitate and enhance garden-based nutrition awareness; explain nutritional eating habits, gardening, the food pyramid, and various other nutritional concepts
- Assist with the gardening program and related products, services and communications; plant, cultivate, prune, spray, fertilize and irrigate fruits and vegetables; hoe and pull weeds and rake leaves
- Develop and provide nutrition information activities for students to encourage healthy and nutritional eating habits; implement related lesson plans for individual grade levels and classes in accordance with established standards and specifications
- Prepare nutritional support materials according to established procedures and regulations; travel to and visit assigned school sites to monitor nutrition activities, set up and conduct classroom presentations; utilize appropriate food models and taste tests

- Prepare and maintain a variety of records and reports related to assigned activities; utilize an assigned computer system to generate computerized reports
- Prepare and distribute worksheets and other garden-based nutritional support materials regarding various nutritional concepts; assist in the preparation of instructional materials and perform related clerical duties as assigned
- Communicate with personnel, outside agencies and others to exchange information and resolve issues or concerns
- Operate a variety of office equipment including a copier, fax machine, overhead projector, computer and assigned software; drive a vehicle to conduct work
- Provide input regarding the development of the Garden and Cooking Program and research recipes, menu planning and related activities

OTHER DUTIES:

Perform related duties as assigned

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

General terminology, concepts, methods and procedures involved in providing nutrition presentations to children in a classroom environment

Nutritional requirements of school-aged children

Principles, theories and practices of child nutrition, food values, food combinations, nutritional eating habits and the food pyramid

Food terminology, markets and commodities

Basic grounds maintenance procedures including planting, cultivating, pruning, spraying, fertilizing and irrigating fruits and vegetables

Methods, equipment and materials used in gardening work

Operation and maintenance of hand and power tools and equipment used in grounds maintenance

Basic record-keeping techniques

Oral and written communication skills

Correct English usage, grammar, spelling, punctuation and vocabulary

Interpersonal skills using tact, patience and courtesy

Modern office practices, procedures and equipment

Public speaking techniques

ABILITY TO:

Set up and provide nutrition information activities for students to encourage healthy and nutritional eating habits

Prepare and deliver classroom presentations to students to facilitate and enhance nutrition awareness

Assist in the set up and implementation of nutrition lectures for individual grade levels and classes in accordance with established standards and specifications

Explain nutritional eating habits, the food pyramid, and various other nutritional

Learn policies and objectives of assigned programs and activities

Monitor, assess and adjust nutrition information activities and lessons in response to the needs of individual classes

Meet schedules and time lines
Work independently with little direction
Communicate effectively both orally and in writing
Establish and maintain cooperative and effective working relationships with others

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school supplemented by college level course work involving nutrition or related field and two years related work experience

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license

WORKING CONDITIONS:

ENVIRONMENT:

Indoor and outdoor work environment
Driving a vehicle to conduct work
Seasonal heat and cold or adverse weather conditions

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard
Hearing and speaking to exchange information and make presentations
Sitting or standing for extended periods of time
Seeing to read a variety of materials
Lifting, carrying, pushing or pulling objects typically weighing up to 50 pounds
Bending at the waist or kneeling

HAZARDS:

Exposure to blood borne pathogens and infectious diseases