

# Coordinator III, Farm/Nursery Manager

## Position Details

Job Code: U7402

Reference Code: A033

Division/Unit: Academic

Classification: Professional-Technical

Terms of Employment: [Step 40 of the Unified Administrative Salary Schedule, 12 Months](#)

FLSA STATUS: EXEMPT

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## Position Summary

This position is responsible for all aspects of self-sustaining farm production to support the needs of its farm to table culinary program, while providing essential learning opportunities, which embodies a unique integration of experiential learning, intensive student advisement, and mentoring services to achieve applicable career knowledge to Moapa Valley as well as visiting Clark County School District students. This position is directly responsible to the appropriate administrator at Moapa Valley High School, Academic Unit.

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## Essential Duties and Responsibilities

The list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

1. Raises, handles, feeds, and cares for farm animals. Feeds and provides medical treatment for all livestock.
2. Responsible for all agricultural activities of the farm which features ground planting as well as a purchasing/repairing hydroponic greenhouse and vertical farming.

3. Develops, implements, monitors, and supplements budgets as well as operational plans to support the mission of the facilities and neighboring schools and farm student-learning activities including ordering nursery stock/supplies (i.e., soil, fertilizers, shrubs, plants, and trees).
  4. Plants, waters, and repairs irrigation systems.
  5. Coordinates, implements, and assesses meaningful farm field experience for students.
  6. Assists with the development and leading of workshop sessions/demonstrations for students/guests. Develops curriculum materials for educational sessions.
  7. Provides oversight of the design/execution of special events, projects, and activities.
  8. Repairs farm tools, equipment, and machinery, as needed; maintains/repairs fencing; installs, maintains, and repairs irrigation systems.
  9. Maintain all facilities on the 40-acre farm; constructs and maintains light duty sheds throughout the farm.
  10. Grows produce for the culinary department, Food Science classes at Moapa Valley HS, and a local farmer's market.
  11. Performs other duties related to the position, as assigned.
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## **Position Expectations**

1. Knowledge of farming best practices.
  2. Knowledge of and ability to maintain/operate a farm and nursery.
  3. Knowledge of an ability to operate and maintain farm equipment.
  4. Knowledge of animal management.
  5. Ability to keep records and pre-requisitions.
  6. Possess physical and mental stamina commensurate with the responsibilities of the position including capability of lifting feed sacks weighing up to 50lbs., and hay bales weighing from 65-110 lbs.
  7. Ability to work cooperatively with co-workers, supervisors, other Clark County School District personnel and the public.
  8. Required to live on-site to ensure 24-hour access to all elements of the farm.
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## **Position Requirements**

### **Education and Training**

An earned bachelor's degree from an accredited college or university in Agricultural Science, Environmental Science, Natural Resources Management; or a related field or

currently serving as a professional-technical employee with the Clark County School District.

## **Licenses and Certifications**

A valid Class A Commercial Driver's License (CDL) that allows the employee/applicant to operate a vehicle in the state of Nevada.

**Applicants for/employees in this position are subject to all aspects of mandatory drug and/or alcohol tests as required by law and/or Clark County School District regulations and procedures.**

## **Experience**

1. Satisfactory service in a corresponding or related positions or have five (5) years of successful supervisory experience related to the administrative position in operation, maintenance, and repair of electronic, mechanical, and electro/mechanical equipment.
2. Minimum of four (4) years of farming and/or gardening experience.

## **Preferred Qualifications**

None specified.

**When applying for an administrative position, candidates must meet the minimum qualifications as listed on the appropriate position vacancy announcement.**

## **AA/EOE Statement**

The Clark County School District is proud to be an equal opportunity employer. The Clark County School District is committed to providing all applicants and employees equal employment opportunities without regard to race, color, religion, sex, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or military status or other characteristics protected by applicable law. Here at Clark County School District, we are a diverse group of people who honor the differences that drive innovative solutions to meet the needs of our students and employees. We believe that through a culture of inclusivity, we have the power to reflect the community we serve.

## **Job Revision Information**

- Revised: 09/12/23
- Created: 09/24/21