

## OFFICE OF HUMAN RESOURCES

Job Information	
<b>Job Title: Planning Assistant II, Agriculture</b>	<b>Last Revised/Approved:</b> <i>November 2023</i>
<b>Job Code:</b>	<b>Reports To: Vincent Administration</b>
<b>Office: Chief of School Administration</b>	<b>Department: Agriculture</b>

Compensation Information	
<b>Pay Grade: 02A</b>	<b>Pay Range: \$53,897 – 74,762</b>
<b>FLSA Status: Non-Exempt</b>	<b>Term of Employment: FT (12 month)</b>

### Position Summary/Purpose:

Collaborates with staff and administration to support and assist the agriculture program at Vincent High School of Agricultural Science through each of the 6 pathways: Agribusiness, Animal Science, Culinary Arts, Environmental Science, Food Science and Horticulture. Assists and supports the daily operations and maintenance of the learning spaces; fresh market, small animal lab, barn, greenhouse, growing room, outdoor classroom, apiary, garden, orchard, prairie, forest, food lab and culinary kitchen.

### Core Competencies:

- Decision Quality & Problem-Solving
- Communication and Customer Service
- Professionalism
- Equity, Access and Inclusion

### Essential Functions:

- Supports and assists in the goals and ongoing maintenance and growth of the agriculture program at Vincent High School of Agricultural Sciences through the six pathways: Agribusiness, Animal Science, Culinary Arts, Environmental Science, Food Science and Horticultural Science.
- Supports production goals and ongoing farm maintenance at Vincent High School of Agricultural Sciences, through daily tasks such as animal care, watering, lab set up/clean up, seeding, planting, weeding, pruning and mowing.
- Supports the site visits from funders, elected officials, feeder schools and other organizations.
- Serves as a positive role model to student and youth interns.
- Supports program proposals and implementation of goals and objectives of the program.
- Completes light data entry and other record-keeping tasks related to the agricultural program.
- Collaborates on special events such as fundraisers, farmers markets, open houses and community events.
- Participates in staff meetings and program planning as necessary.
- Serves as a liaison to other schools interested in implementing an agriculture program.
- Actively supports the MPS Strategic Plan.
- Completes other duties as assigned.

### Job Requirements:

#### ***Education Requirements:***

- An associates degree.
- A bachelor's degree in agriculture related studies is preferred.

## ***Experience Requirements:***

- Three to five years of experience working in the agriculture industry.
- ***A combination of education and experience can be considered.***

## ***Knowledge, Skills and Abilities:***

- Effective oral and written communication and presentation skills are required.
- Experience in working and caring for animals.
- Knowledge of plant production – gardens, greenhouse and hydroponic vertical farming systems.
- Carpentry, mechanical and other building skills are essential.
- Ability to operate a tractor with implements.
- Must be able to work with a diverse population within and outside of MPS.
- Ability to work under pressure with time constraints, be versatile, adaptable and maintain confidentiality.
- Computer skills with advanced knowledge of MS Office products is required.

## **Working Environment:**

*The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.*

- Position will spend both working indoors and outdoors in a range of weather conditions and uneven surfaces.

## **Physical Demands:**

*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 with or without reasonable accommodation.*

- Must be able to lift up to 50 pounds.

## **Equal Opportunity:**

It is the policy of the District that persons seeking employment with the District shall not be discriminated against in employment by reason of their age, race, creed, color, religion, handicap or disability, pregnancy, marital or parental status, sex, citizenship, national origin, ancestry, sexual orientation, arrest record, conviction record, military service, membership in the National Guard, state defense or reserves, political affiliation, use or nonuse of lawful products off the employer's premises during nonworking hours, declining to attend a meeting or to participate in any communication about religious matters or political matters, the authorized use of family or medical leave or worker's compensation benefits, genetic information, physical, mental, emotional or learning disability, or any other factor protected by local, state or federal law in all employment practices including terms, conditions and privileges of employment.

Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990, as amended by the Americans with Disabilities Act Amendments Act (ADAAA) of 2008.

Reasonable accommodations shall be made for qualified individuals with a disability, unless such accommodations would impose an undue hardship on the district. Requests for accommodations under the Americans with Disabilities Act or under the Wisconsin Fair Employment Act must be submitted to the Employee Rights Administration Department in the Office of Human Resources.