



Job Title: **CTA Greenhouse Instructional Technician**

Department: **Special Education**

Supervisor: **Director of Special Education**

Lane Placement: **ESP Lane 3**

Schedule: **17-20 hrs / 180 days**

FLSA Classification: **Non - Exempt**

### **JOB DESCRIPTION**

Under the supervision of the Assistant Principal of CTA, Director of Special Education and licensed teacher, the Instructional Technician 3 will assist in delivering assigned horticulture curriculum to Special Education transition aged students (18-22) in Horticulture and greenhouse functions.

### **ESSENTIAL FUNCTIONS**

- Follows established horticultural techniques in the propagation of plants.
- Schedules planting of seeds and flowers.
- Divides and propagates plants.
- Maintains proper temperature and humidity within the greenhouse environment.
- Oversees the planting of flowers in landscape beds.
- Determines watering and nutritional needs of plant material.
- Prepares or mixes feeding materials and monitors the application schedule.
- Identifies and determines corrective action for insect and plant disease problems.
- Properly applies insecticides, fungicides and pesticides as needed.
- Oversees the delivery and arrangement of plants displayed in buildings, at special functions or in landscape beds.
- Receives and issues greenhouse materials and supplies.
- Maintains and cleans tools, equipment, and materials used in gardening and greenhouse.
- Daily operations.
- Deliver instruction to students in assigned area.
- Collaborate with licensed teacher to align lessons when appropriate.
- Assist in instruction of students and other classroom activities as needed.
- Request substitute through district AESOP program when absent.
- Provide substitute plans when absent.
- Ability to work effectively students with disabilities.
- All other duties as assigned.
- Keeps equipment in proper and safe working order.
- Required to attend all scheduled training and departmental meetings.
- Predictable and reliable attendance.

During times of state or district emergency, all employees may be required to perform additional duties that are not required on a normal basis in support of educational and operational priorities. e.g. Performs general cleaning and sanitizing of work areas, provides remote assistance to students and staff, and any other reasonable duty as needed.

### **NON-ESSENTIAL FUNCTIONS**

- Other duties as assigned.

- This description should not be construed to contain every function/responsibility that may be required to be performed by an employee assigned to this position.
- To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.
- The requirements listed below are representative of the education, knowledge and experience requirements; the machines, tools and equipment used; background; and any licenses or certifications required.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

### **QUALIFICATION REQUIREMENTS**

- Incumbent must be fingerprinted and clear a criminal backgrounds check.
- Requires High school diploma, GED or equivalent as reviewed by the Department of Human Resources. Verification may be requested.
- Must demonstrate competence in reading, writing and math.
- Requires skills and working knowledge of greenhouse horticulture and gardening.
- Must be competent in use, care and maintenance of needed tools and equipment.
- Requires ability to establish priority of work assignments.
- Requires ability to make decisions and recommendations to supervisor.
- Requires good interpersonal skills. Interacts with school and administrative personnel in completing tasks.
- Must demonstrate knowledge of M.S.D.S. safety procedures.

**NOTE:** The Administration reserves the right to require specific training for this position. However, depending upon the type and quality of prior work experience and availability of formal training programs, some exchanges can be made between training and experience.

### **PHYSICAL REQUIREMENTS**---*Not limited to the following:*

- Work requires physical exertion (e.g. lifting and moving equipment and materials up to 40 pounds, climbing, working in high and/or awkward positions).
- Requires use of chemicals that are potentially hazardous.
- Activities involve outdoor work in all weather conditions.

- Physical ability to perform the essential functions listed above with or without reasonable accommodation.
- Requires the ability to lift a minimum of ten (10) pounds.
- Possess the physical, mental, and emotional stability to work under stressful conditions, including but not limited to: deadlines, contract requirements, inspection requirements, and interaction with critical personnel.

**Note:** This list of essential and marginal functions and of physical requirements is not exhaustive and may be supplemented in accordance with the requirements of the job.

All employees are required to participate in the District evaluation process.  
It is the employee's responsibility to review and adhere to all district policies and procedures.  
This information may be reviewed at [www.canyonsdistrict.org](http://www.canyonsdistrict.org)

ADA \_\_\_\_\_

HR \_\_\_\_\_

Effective date: 6/8/2020