

Severson Learning Center Director

Job Description

The Director of the Severson Learning Center has a wide array of responsibilities to ensure that the institution is an integral part of the learning environment in our school district.

Duties and Responsibilities

Integration of School District Curriculum using the many assets that are part of the Severson Learning Center

- Work with teachers grades 4k-12 to plan, coordinate and help facilitate learning activities at the SLC.
- Work with Summer school teachers to coordinate projects and implement new classes or activities
- Work with H.S. students to plan Farm Day and other multi-grade level learning events at the SLC
- Supervise FFA animal projects at the SLC in cooperation with CHS Agriculture Science Instructor
- Maintain database of available equipment/resources and put together activities for teachers to utilize them
- Be familiar and execute as required Cambridge School Board Policies as they relate to the Severson Learning Center

Community Outreach

- Standing Member of the School Board's Severson Learning Center Committee
- Attend, as invited, meetings of FFA Alumni Association
- Work with FFA Alumni in coordinating clean up days and special projects
- Prepare and present update reports to staff and present an annual report to the School Board
- Work with Food Pantry to coordinate garden plans, including crops, planting, aid in volunteer training
- Prepare SLC for visitors when needed - set up stations, check bathrooms, lay out equipment, etc.

Outreach to Organizations Outside of the Community

- Collaborate with other schools, outside community groups, Ag groups to plan and host events, workshops, seminars, etc.

Grant Writing

- Search for and submit applicable grants for new learning equipment, programs, etc.
- Manage the implementation of grants and submit final impact reports

Communications

- Build a network of SLC supporters - "Friends of the SLC"
- Communications and publicity - newsletters, create marketing pieces that highlight the SLC. video, brochures for prospective families, etc.

Oversee Maintenance of the Severson Learning Center Outbuilding and Grounds (Not the farmhouse)

- Communications and publicity - newsletters, create marketing pieces that highlight the SLC. video, brochures for prospective families, etc.
- Hire, schedule and supervise SLC summer interns
- Create and maintain a database of available equipment/resources and put together activities for teachers to utilize them.

- When appropriate help maintain the facility by completing routine maintenance of the outbuildings and grounds
- Work with FFA Alumni in coordinating clean up days and special project