

## **MONONA GROVE SCHOOL DISTRICT**

Board Policy 531.6

### **SCHOOL FOREST COORDINATOR (Job Description)**

Qualifications:

- (1) Must have knowledge of the school forest.
- (2) Must have experience working in the school forest.
- (3) Must meet any additional qualifications established by the district.

Reports To: Cottage Grove School Principal (primary)  
Director of Business Services (secondary)

Job Goal: To develop and maintain the Norman Vethe School Forest as a resource for the school district and the community.

#### Performance Responsibilities:

1. Coordinate staff training and associated curriculum activities for teachers, e.g., Project Learning Tree, Project Wild, the LEAF Programs.
2. Schedule School Forest Committee meetings including the community members, teachers, and administrators.
3. Assist teachers in scheduling instruction in the school forest through application of various science and cross-curricular lessons.
4. Provide outreach to involve youth community groups (i.e., Girl Scouts, Boy Scouts, and 4-H) in the development of the school forest.
5. Work with teachers to develop appropriate learning objectives and activities for students.
6. Coordinate the use of volunteer forest guides, including parents, students, and retired citizens, to assist student groups in learning objectives.
7. Provide materials to teachers and student forest guides to use with students in the school forest.
8. Assist in the data collection and reporting for grants.
9. Communicate with representatives from the Environmental Education Board and Department of Natural Resources (DNR) to meet agency requirements for school forests as needed.

10. Work in conjunction with the building principal/designee to supervise school forest budget activities.
11. Coordinate school forest maintenance efforts such as “burning”, thinning trees, pond scrape, and control of invasive species with qualified consultants, e.g., Department of Natural Resources (DNR).
12. The School Forest Coordinator shall perform other related duties as directed by administration.

This job description has been prepared to assist in evaluating various classes of responsibilities, skills and working conditions. It indicates the kinds of tasks and levels of work difficulty required of this employee. It is not intended to limit or modify the right of any supervisor to assign, direct and control the work of employees under his/her supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.

Terms of Employment:

Contracted services arrangement established annually by the Board.

LEGAL REFERENCE:

CROSS REFERENCE:

BOARD APPROVAL: November 10, 2004