**BLOOMINGDALE PUBLIC SCHOOLS**

**STIPEND POSITION JOB DESCRIPTION**

**GARDEN CLUB ADVISOR**

TITLE: GARDEN CLUB ADVISOR – Samuel R. Donald School

QUALIFICATIONS: Certificated Staff Member at Samuel R. Donald School

REPORTS TO: Building Principal

STIPEND: $500 for the year

PERFORMANCE RESPONSIBILITIES:

1. Scheduling of eight (8) half-hour after school meetings

3:00 p.m. to 3:30 p.m. from September through October (fall session) and April through mid-June (Spring Session).

1. Supervision of students while doing general maintenance of the flower and vegetable beds around school grounds during scheduled meetings and weeding of the premises
2. Planting of new plants will be at the discretion of the Advisor (i.e. fall- planting of spring bulbs/spring-planting annuals).
3. Ordering of supplies
4. Scheduling a minimum of one (1) workshop presented by Glenwild Gardens during each session of the Garden Club (topic to be at the discretion of the Advisor and Glenwild Gardens).

EVALUATION: Performance of this job will be evaluated annually in accordance with the provisions of the Board's policy on evaluation of extracurricular staff.

Board Approved: