

Job Description

School IPM Coordinator

Non-commercial applicator

I) Nature and Scope

Background: Starting in September 1995, the state of Texas required all public school districts to adopt integrated pest management (IPM) as the only way to conduct pest control on school district property. As part of these state requirements, [insert district name] ISD is required to appoint at least one IPM coordinator to oversee and coordinate the pest control program. In addition to the IPM coordinator, [insert district name] ISD must either contract with a licensed pest control company or hire an individual who can apply pesticides on school district property. [Insert district name] ISD requires their IPM coordinator to either hold or obtain their non-commercial pest control license within 1 year of obtaining their position in pest, lawn and ornamental, and weed control. Other license categories can be obtained based on the needs and desires of the school district.

II) Position Description

i) Percent Appointment

(1) 100%

ii) Major Areas of Work

(1) Program Planning

- Oversee School IPM Program
 - (i) Maintain the school IPM policy that was adopted by the school board.
 - (ii) Ensure that those individuals who apply pesticides on school district property have the appropriate licenses and follow the school district IPM policy statement. (CLB legal and local)
 - (iii) Conduct or work with other departments to maintain a list of structural and landscape improvements to ensure buildings are able to prevent pests from entering. Understand exclusionary techniques like caulking, patching, fixing, or replacing door sweeps, etc.
 - (iv) Work closely with licensed applicators to maintain proper pesticide application use records, pesticide labels, and SDS forms.
 - (v) Handle requests and inquiries about pests and pesticide complaints.
 - (vi) Respond to work orders and staff complaints about possible pest problems.

- Work with other departments or divisions to ensure that IPM is working in conjunction with new construction, indoor air quality programs, environmental issues, and risk management.
- Cooperate and work with principals, teachers, and department heads to understand the significance of maintaining a high-quality IPM program.

(2) Implementation of Educational Programs

- Work with school personnel to develop quality educational programs relating to school IPM topics.
 - (i) Conduct annual in-service trainings with teachers, principals, food service personnel, and building and grounds maintenance personnel.
- Attend state-required IPM coordinator training at least every 3 years.
- Work with area departments of health and other agencies concerning environmental issues to ensure the school district is maintaining the IPM program to their standards.

(3) Financial and Program Support

- Work with their supervisor to develop a comprehensive budget for the IPM program that covers pest control company expenses, plus district purchases of pesticides and exclusion materials.

(4) Non-Commercial License Applicator (Optional)

- Obtain (have) license in structural categories (pest, lawn and ornamental, and weed).
- Oversee day-to-day pest management needs.
- Work with pest control contractors to ensure that they are also following district IPM guidelines, that companies always choose the least toxic pesticides first, and maintain justification forms for Yellow and Red category pesticides.
- Work with building and grounds departments to ensure that non-chemical control measures are completed and documented for the IPM program.
- Attend annual CEU recertification for license and maintain proper records for non-chemical and chemical pesticide applications.

(5) Professionalism

- Participate in professional organizations at the local and state levels.
 - (i) Involvement in the Texas Association of School Business Officials Maintenance and Operations group is one of the best ways to receive updated information and learn about new trends in environmental safety.
- Expand knowledge and expertise in the area of school IPM and pest management tactics to be used as preventative measures for key pests like fire ants, bed bugs, mice, rats, and invasive weeds.

(6) Supervision

- Under direct supervision of [insert supervisor's name]