

Job Title: Coordinator & Lead Teacher for Agriculture Programs **Wage/Hour Status:** Exempt

Reports to: Principal

Dept./School: High School

Date: March 6, 2009 (revised 5-21-09)

Primary Purpose:

Direct and manage the overall Agriculture program for the district. Ensure that students are provided with an opportunity to participate in extracurricular Agricultural related activities; and ensure compliance with all state, University Interscholastic League (UIL), FFA and district requirements as appropriate. Plan and implement activities to achieve district, region, and state recognition.

Qualifications:

Education/Certification:

Bachelor's degree from an accredited college or university
Appropriate Valid Texas teaching certificate

Special Knowledge/Skills:

Overall knowledge regarding the qualities of a comprehensive Agriculture program
Ability to manage and direct budget and personnel
Knowledge of state, FFA and UIL policies governing
Ability to implement policy and procedures
Ability to interpret data
Strong communication, public relations, and interpersonal skills

Experience:

Minimum of three years of Agriculture teaching experience

Major Responsibilities and Duties:

Program Planning

1. Assist in establishing student objectives for each Agriculture class. Obtain and use evaluative findings (including student achievement data) to determine program effectiveness and ensure that program renewal is continuous and responds to student needs.
2. Comply with federal and state laws, State Board of Education rule, UIL rules, FFA rules and board policy in Agriculture events.
3. Support FFA, Young Farmer and other agriculture booster club activities.
4. Develop and recommend policies to improve Agriculture program to the Principal.

Budget and Inventory

5. Ensure that programs are cost-effective and funds are managed wisely.
6. Compile budgets and cost estimates based on documented program needs.
7. Coordinate fundraising activities and manage funds.
8. Maintain current inventory of all fixed assets within department.

Instruction

9. Ensure that Agriculture staff members prepare lessons that reflect accommodations for individual student differences.
10. Ensure that Agriculture staff members present subject matter according to guidelines established by the Texas Education Agency, board policies, and administrative regulations.
11. Ensure that Agriculture staff members plan and use appropriate instructional and learning strategies, activities, materials, and equipment that reflect understanding of the learning styles and needs of students assigned.
12. Ensure that Agriculture staff members conduct ongoing assessments of student achievement through formal and informal testing.
13. Ensure that Agriculture staff members maintain an environment conducive to learning that is appropriate for the physical, social, and emotional development of students.

Student Management

14. Ensure that Agriculture staff accompany and supervise students on out-of-town trips.
15. Ensure that Agriculture staff takes all necessary and reasonable precautions to protect students, equipment, materials, and facilities.

Communication

16. Establish and maintain open communication by conducting conferences with Agriculture staff members, parents, students, and principals.
17. Maintain professional relationship with colleagues, students, parents, and community members.

Personnel Management

18. Assist with recruitment, selection, training, supervision, and evaluation of Agriculture teachers.

Other

19. Accept other duties as required.

Supervisory Responsibilities:

Assist the Principal in monitoring the performance of Agriculture staff members.

Working Conditions:

Mental Demands/Physical Demands/Environmental Factors:

Maintain emotional control under stress. Frequent district and occasional statewide travel; prolonged and irregular hours; outdoor and indoor work; exposure to sun, heat, cold, and inclement weather.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Approved by Ned Burns

Date March 6, 2009 (revised 5-21-09)