Western Placer Unified School District

POSITION DESCRIPTION

Position Title: **Agriculture Instructor/Club Advisor**
Department: Assigned School Site
Reports to: School Site Administration

SUMMARY:

Under the direction of the Site Administration, the Agriculture Instructor/Club Advisor will help promote strong CTE agriculture pathways, support student participation on student agriculture projects (including involvement in activities connected to the Future Farmers of America/FFA), and maintain the various agricultural facilities at the district school farm. This position and its incumbent duties below require at least 40 additional work days beyond the normal school year.

ESSENTIAL DUTIES AND RESPONSIBILITIES (These duties may be divided among multiple people as best meets the skills of the instructor and needs of the program):

- Assists School Counselor and Administration with promotion of student enrollment in agricultural classes.
- Facilitate and advise student participation in a robust FFA club/program, including facilitating officer elections, participation in FFA competitions, seeking fundraising and sponsorship opportunities, promoting involvement in FFA conferences, and supervising students during any FFA activities
- Oversight of FFA student body account in a fiscally responsible manner
- Facilitate and organize end of year activities, including the FFA awards banquet and scholarship awards
- Facilitate, advise, and support student agricultural projects, especially in connection with projects for the Placer County Fair, Gold Country Fair, and any other appropriate opportunities for students to participate in agriculturally-based projects.
- Supervise students while at fairs or other student agricultural project based activities
- Facilitate and organize opportunities for the public to view the facilities at the district school farm, including “Farm Open House” or other such events
- Participate in the LHS Farm Foundation meetings to provide updates on the various programs at the district school farm
- Help maintain functionality of the facilities as the district school farm location, including purchasing materials using proper district protocols as needed
- Help maintain healthy school farm livestock herds
- Agriculture grant money oversight (IE, Perkins, AIG, and CTEIG)
- Facilitation of visits by elementary school students
- Other duties as determined with site administration

QUALIFICATION REQUIREMENTS:

Must be able to perform each essential duty listed above in a positive and professional manner.

EDUCATION AND/OR EXPERIENCE:

College degree and valid California Teaching Credential with Agriculture authorization required. High School and/or College experience with agriculture programs and projects is highly preferred.

LANGUAGE SKILLS:

Ability to read and comprehend instructions, short correspondence and memos. Ability to write simple correspondence in Standard English. Ability to listen well. Ability to effectively present information in Standard English. Ability to communicate with parents, students, and site staff.

MATHEMATICAL SKILLS:

Basic arithmetic skills in connection with keeping a balanced budget and processing invoices, orders, etc. Ability to apply concepts of basic algebra and geometry. Ability to do accounting in line with guidance from student body accounting procedures and best practices.