

EDGE CCA Building Administrator / CTAE Administrator / Young Farmer Teacher

POSITION TITLE

EDGE CCA Building Administrator / CTAE Administrator / Young Farmer Teacher

SCHEDULE

240-day contract

POSITION PURPOSE

This position is responsible for the day-to-day operations of the EDGE CCA College and Career Academy, CTAE Administration and young Farmer Teacher program. This position provides part-time oversight of the daily operations of the College and Career Academy, comprehensive oversight of career, technical, and agricultural education (CTAE) programs, and oversight of the Young Farmer Teacher program.

JOB RESPONSIBILITIES

1. Leadership & Daily Operations

- Assist the EDGE CCA OnSite Coordinator with daily operations of the College and Career Academy, ensuring effective facility and program management.
- Serve as liaison between the Career Academy, high school principals, district leadership, and external partners.
- Ensure compliance with all applicable policies and regulations.

2. Instruction & Student Support

- Teach one course per semester, as needed.
- Organize career exploration activities.

3. Program Oversight & Development

- Assist EDGE CCA OnSite Coordinator with development and improvement of EDGE CCA (CTAE) programs.
- Assist with needs assessments.

4. Federal and State Grants

- Provides oversight of Perkins Program Improvement.
- Provides oversight of all State Agricultural (Ag) Grants including: Ag Extended Day, Ag Extended Year, Young Farmer, and Area Teachers.
- Maintains budgets, approves purchase orders, etc.

5. Partnerships & Community Engagement

- Build and maintain partnerships with business, industry, and post-secondary institutions.
- Collaborate with workforce and economic development entities.

6. Data, Reporting & Continuous Improvement

- Assist with data collection, analysis, and reporting.
- Utilize data for strategic planning and program enhancement.

7. Professional Development & Collaboration

- Attend professional learning opportunities.
- Collaborate with district leadership and staff.

8. Young Farmer Teacher Program

- Survey community and develop a needs assessment for potential group instruction topics and facilitate the instruction of such issues to participants of the Young Farmer Agribusiness Program and others interested in agriculture/agribusiness.
- Develop and provide small group/individual instruction for community participants of the Young Farmer Agribusiness Program.
- Provide instruction as part of the local secondary agricultural education team.
- Provide supervision and assistance of the Supervised Agricultural Experience programs for students enrolled in the secondary agriculture education class all schools 6-12.

8. Other Duties

- Perform additional duties as assigned.

EDUCATION

- Bachelor's from an accredited college or university in education discipline applicable to teaching assignment.
- Masters Degree preferred.

REQUIRED QUALIFICATIONS

- Leadership Endorsement or Certification

PREFERRED QUALIFICATIONS

- Experience with grant-funded programs (e.g., Perkins)
- Prior supervisory experience in CTAE or Career Academy programs
- Possession of a valid Commercial Driver's License (CDL) with appropriate endorsements to operate a school bus, or willingness to obtain within a designated timeframe.

EVALUATION

Performance will be evaluated annually by the Superintendent or designated Supervisor in accordance with Policy GBI - Evaluation of Personnel.

FLSA: Exempt

NOTE:

This job description is an abbreviated (two-page maximum) version for the College and Career Academy Grant and does not include the full job description on file at the ECSS Board Office.