

Job Description – Secondary Agriculture Instructor

The agricultural education instructor is employed by the local school district to teach agricultural education courses offered by the local district and approved by the New Mexico Department of Career and Technology Education and the State Department of Education. The agricultural education instructor is to assist and supervise all students in developing a Supervised Agricultural Experience (SAE). In addition, the agricultural education instructor will serve as advisor of the local FFA chapter and promote FFA activities as an integral part of the agricultural education experience.

Classroom Instruction

- Serve the educational needs of the students in grades 7-12 by providing the latest knowledge and skills associated with the area being taught
- Be a 10-12 month employee and teach only approved agricultural education courses
- Prepare teaching plans, demonstration plans, and teaching materials for all classes
- Conduct field trips, both in and out of district
- Secure materials for resale to students (e.g. welding metal, wood, etc.)

Supervised Agricultural Experience Program (SAE)

- Supervise student's SAEs through school based, worksite, and/or home visits
- Provide feedback and direction to the student's SAE
- Visit students' SAE projects once per semester and at least once during the summer, or a minimum of 180 visits per year.
- Assist students in keeping SAE records

FFA

- Provide opportunities for students to participate and be active in the local FFA chapter
- Serve as advisor for the FFA chapter
- Assist students in coordinating FFA activities at the local, district, state and national levels
- Prepare and train FFA and agriculture contest teams and entries
- Assist students in preparing applications for proficiency awards, state and American Degrees, etc.
- Outline a summer calendar detailing FFA activities, judging contests, and/or livestock shows that he/she will be attending.

Other

- Maintain an active advisory committee that officially meets at least once annually to discuss the direction of the program; a record of the minutes should be kept on file
- The instructor will maintain an active program during the summer by way of the following:
 - continue to supervise students SAEs
 - promote student attendance
 - provide transportation for students to attend FFA leadership activities, summer field days, and/or livestock events and shows
 - work with the local community on projects or activities

- The instructor will attend professional development
- Advise and coordinate the local FFA Alumni chapter
- Prepare and track the budget for the agriculture program each year
- Coordinate, maintain inventories, and keep record of the agriculture resale accounts for classroom and shop supplies
- Purchase supplies and equipment for the classroom, office and shop facilities
- Inventory the supplies and equipment of the agriculture program
- Cooperate in maintaining, planning, and improving the physical facilities
- Complete and file required reports with the Department of Elementary and Secondary Education