

# NM FFA CDE Liaison

## Job Description and Information

### **BACKGROUND INFORMATION:**

At the 2018 New Mexico Agricultural Educators Summer Conference, a motion was adopted to create and utilize two Teacher Liaisons per Career Development Event. These liaisons will serve as assistants to the superintendents that create, conduct, and administer the state events. These liaisons, however, should not be directly involved with solely administering the actual contest nor have their students inside the event once the competition has been prepared.

### **JOB DESCRIPTION:**

Serve as the assistants for the superintendent(s) of the State Career Development Event in order to better help understand the event rules, size and scope of the contest, clientele of students, needed supplies and equipment, contest procedures, contest rotations, contest timing, required scoring, and additional help needed.

### **Duties include but are not limited to:**

- Should have in depth knowledge of the contest in an effort to prevent errors
- Locate rules concerning the event, share them with the superintendent, and help with rule interpretation prior to the event.
- Ensure that rule changes made by the NMAETA are submitted to the state office
- Serve as the contact for the State FFA Office.
- Verify that rules and references reflect the changes submitted by NMAETA
- Contact Contest Superintendent prior to the beginning of the career development season to provide assistance as needed.
- Explain group rotation systems desired for the event.
- Help secure additional help as needed. (Group leaders, Reasons takers, Holders, Riders, etc.)
- Assist with contestant line-up if needed.
- Aid with timing set-up of rotations.
- Assist with obtaining qualified officials for contest.
- Proof answer keys if needed.
- Put Superintendents in direct contact with the State FFA Office for questions and arrangements you cannot help with.

NOTE: At no time will the position serve to aid personal teams for an unfair advantage over others. If this occurs, a written grievance can and should be filed with the Board of Trustees which could call for an immediate disqualification of those involved.