

Job Title:

Agricultural Education Instructor

Job Description:

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 Oklahoma 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. Finally, the agricultural education instructor is encouraged to promote and offer adult education to the community.

Duties:

1. Instructor will maintain an active advisory committee. The committee will officially meet at least once annually to discuss the direction of the program. A record of the minutes should be kept on file.
2. Instructor will supervise student's SAEs though school based, worksite, and/or home visits. Also, the instructor will provide feedback and direction to the student's SAE.
3. The instructor will serve the educational needs of the students in grades 8-12 by providing the latest knowledge and skills associated with the area being taught. The instructor will also provide the opportunity for students to obtain a state recognized level of achievement.
4. The instructor will be provided 1 hour of planning and 1 hour of supervision of student's SAEs. It is recommended that the hour of supervision be placed at the end of the school day. This will allow the instructor additional daylight hours to make worksite and home supervisory visits.
5. The instructor is a full-time, 12-month employee and will teach only approved agricultural education courses.
6. The instructor should provide various adult education courses for the local community supporters and patrons.
7. The instructor will outline a summer calendar detailing FFA activities, judging contests, and/or livestock shows that he/she will be attending. The summer calendar should also include the instructor's scheduled vacation.
8. The instructor will maintain an active program during the summer. The instructor will continue to supervise students SAEs. The instructor will promote student attendance and provide transportation for students to attend FFA leadership activities, summer field days, and/or livestock events and shows. In addition, the instructor should work with the local community on projects or activities. Also, the instructor will attend professional development.
9. Two weeks' vacation time will be earned each year. In lieu of two weeks' vacation time, three weeks each year may be allowed for professional improvement if requested by local

school authorities and approved by the state program administrator for Agricultural Education.

10. The local school district will abide by State Rules and Regulations in regard to course enrollment numbers in agricultural education courses.
11. The instructor will provide opportunities for students to participate and be active in the local FFA chapter.
12. The instructor will submit all reports required by the Oklahoma Department of Career and Technology Education and FFA office in a timely manner