

CTE Ag. Science Instructor & FFA Advisor Job Description

[Countryside Academy](#) is a K-12 public school serving approximately 700 students and their families of Southwest Michigan. We are located in Berrien County, three miles from Benton Harbor on a 98 acre site with an Agriculture Resource Center, greenhouse, woods, ponds, streams, and gardens. We utilize FARE (Food, Agriculture, Renewable Resources, and Environment) activities throughout the district. Our mission is to inspire students academically and socially to become productive citizens by providing a high-quality educational experience utilizing FARE based activities. The school was founded 23 years ago by a group of local farmers with a vision to provide a quality education centered around FARE mission.

As of the fall of 2019, Countryside Academy's Agricultural Resource Center is a newly constructed facility stemming from a 15 year program. The instructor will have access to one large classroom, barn area, and greenhouse. The barn area includes, livestock pens, showing area, and 2 farrowing crates. There is access to land lab, livestock trailer, mower, and tractor. Currently the FFA students have access to the following; pigs, sheep, meat rabbits, broiler chickens, hydroponics, aquaponics, vermiculture, pheasants, growing flowers and vegetables in the greenhouse. Currently the HS Ag. science teacher partners with the second-fifth grade FARE teacher co-plan on cross grade level projects and share the facilities.

A teacher in the Agriculture, Food, and Natural Resources Cluster must perform many duties to facilitate a successful program. It is the responsibility of the teacher to organize and conduct an instructional program that will:

- Improve the quality of Agriculture, Food, and Natural Resources education instruction, counseling, management, and leadership to produce success for all students;
- Use strategies for integrating academic and Agriculture, Food and Natural Resources education;
- Contribute to the educational objectives of the CTE programming by providing information to agriculture, food, and natural resources students about career pathways as a guide to achieving necessary skills for continued education and employment;
- Provide students with educational and equitable experiences leading to career preparation, continued education, and employment;
- Enhance youth leadership and FFA as an integral part of instruction;

- Provide students with the knowledge and skills necessary to compete in a global economy; and
- Inform students about agriculture and agricultural literacy.

In order to accomplish these responsibilities, the teacher will perform the following activities during and after school hours.

Instructional Program:

The teacher will conduct an instructional program according to the State Board of Education rules as they relate to the full scope of the program being conducted. The basic curriculum and CTE for each course shall be adhered to and:

- Lesson plans prepared, in conformity with school policy, for all courses offered;
- Instructional materials and instructional methods used to make teaching and learning effective; and
- Basic skills and abilities of students developed in the school laboratory.
- Work in partnership with off-site CTE director to ensure state requirements are met.

FFA/Leadership Development:

FFA is an integral part of the instructional program. All Agriculture, Food, and Natural Resources departments are expected to have an active FFA chapter. It is the duty of the teacher to serve as advisor for the local chapter. It is necessary that the teacher spend time in planning and conducting leadership, citizenship, and cooperative activities for students at the district, area, state, and national levels.

Supervised Agricultural experience programs of all students who receive instruction. This will include, but not limited to:

- Assisting students in selecting a program that fits their interests and abilities;
- Maintain records; all students in Agriculture Science and FFA should maintain records. The preferred method should be an online system approved by the FFA Board of Directors; currently A.E.T.
- Locating training stations for students placed in a Work Based Learning experience.
- Coordinating instructional program with training experiences at the training station if the Work Based Learning program is offered;

- Making supervisory visits during the school year and during the summer months;
- Supervising the school laboratory (farm, feeding center, greenhouse, meats laboratory, etc.) used for students supervised agricultural experience

Adult Community Involvement:

Plan and conduct an organized program of instruction and/or community involvement with adults. This may include, but not limited to alumni, young farmers, and booster clubs. Most of this instruction will be given after school, at night and during the summer.

Prepare and submit FFA rosters, entries, registrations, etc. required by the local, district, area, state, and office promptly, and keep an accurate file copy of all records and reports.

Public and Professional Relations:

Assume a responsible role in public and professional relations by actively participating in civic, professional, agricultural and other community organizations. Also keep the public informed as a part of the public relations program.

Professional Improvement:

- Continue professional growth by holding membership in professional organizations.
- Regularly attend and participate in district and area in-service meeting.
- Attend summer workshops that are designed to provide professional skills and information.
- Attend State Professional Improvement Conference for Agriculture, Food, and Natural Resources Teachers.
- Dress and conduct themselves in accord with professional standards.

Professional Ethics:

Maintain professional and personal ethics in dealing with students, parents, community leaders, etc. You are a person of influence in the community. [MDE Code of Educator Ethics](#)

Evaluation of Program:

Evaluation of the Agriculture, Food, and Natural Resources program shall be done on an organized and annual basis. This can be accomplished by:

- Developing program goals and objectives that are challenging and reasonably obtainable;
- Evaluating outcomes of instruction;
- Working with an advisory committee and others in determining improvements needed;
- Making changes and adjustments when needed; and
- Using the Agriculture, Food, and Natural Resources Program Evaluation form.

Maintain Facilities and Equipment:

Maintain facilities and equipment through the following activities:

- Proper arrangement of classroom, shop, and laboratory;
- Planning for and maintaining visual aids and references;
- Ordering new equipment and supplies;
- Coordinating the maintenance and repair of tools and equipment;
- Establish and monitor school procedures for keeping classroom, shop, laboratory, office, and grounds neat and attractive at all times;
- Shop and laboratory safety is taught and observed at all times. Safety items are available for student use and safety features have been installed and in working order on equipment; and
- An annual inventory is taken of all tools, equipment, and supplies; and a copy given to the appropriate administrators.

Guidance:

The teacher has a definite responsibility for providing information to students about career pathways as a guide to achieving necessary skills for continued education and employment. This may be done in cooperation with the guidance counselor.

Cooperative Activities:

As a member of the local school faculty, the agricultural science teacher is expected to cooperate fully with local administrators and keep them informed

about the program. The teacher is also expected to work closely with local and county agricultural organizations/agencies.

Summer Programs:

An extended contract exists in conjunction with a Cooperative livestock project currently utilizing sheep and swine. Also, should maintain a summer program that includes FFA activities, teacher in-service, program development and educational activities. The largest event is Berrien County Fair week which is typically the third week of August. Teachers should work with their administration to develop and carry out these programs.

Off- Campus Supervision of Students:

Supervise students at all off-campus activities such as conventions, contests, workshops, fund-raisers, community service programs, field trips, etc. associated with the agriculture, food, and natural resources program and the FFA.

Benefits:

- Pay Based on experience Health Insurance or Health Insurance Exemption Stipend
- MI Retirement- Public School Employee Retirement System
- Spring opportunity to shadow current instructor that will be retiring in June 2020
- Strong support from the Board of Directors and Administration

Requirements:

- Must hold valid MI Teaching Certificate or ability to apply for a Full Year Permit
- Prefer extensive Agriculture experience as well as FFA activities. B.S. Degree in Agriculture a plus, as well as Master or Minor in Biology, Earth Science, Soil Science, Botany, or Zoology
- Number of Contract days: 205
- Also preferred is the ability to operate farm equipment as well as transport and load livestock in a 16 foot bumper pull trailer.
- [MDE Requirements CTE Certificate](#)

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