

Job Description – Secondary Agriculture Instructor

The following is a general job description and listing of responsibilities of a secondary agriculture instructor. It is not an all-inclusive list but does include general responsibilities of most high school agriculture teachers.

Classroom Instruction

- Teach local day agriculture classes
- Prepare and evaluate teaching schedule, curriculum, and teaching calendars
- Conduct field trips, both in and out of district
- Secure materials for resale to students (e.g. welding metal, wood, etc.)
- Prepare teaching plans, demonstration plans, and teaching materials for all classes

Supervised Agricultural Experience Program (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
- Assist students in exhibiting livestock, crops and agricultural mechanics projects at fairs and shows

FFA

- Serve as advisor for the FFA chapter
- Assist students in coordinating FFA activities at the local, area, 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.
- Assist students in conducting a public relations program for the local FFA chapter and agriculture department.

Other

- Teacher topics and/or in-depth adult evening classes
- Advise and coordinate the Young Farmers chapters and activities
- 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