

Northwest Technical School – Agriculture – Adult Education

Job Title: Agriculture – Adult Education
Department: Support
Reports to: Director
Classification: Non-Exempt
Category: Support Staff

Summary

The agriculture adult education program advisor is responsible for engaging adults in and around our community for the promotion of agriculture.

Essential Duties and Responsibilities

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- 500 contact hours per school year.
- Develop positive relationships with area farmers and ag businesses.
- Ensure all minimum state DESE standards are met for the FBMA, classroom instruction, and Young Farmers Education/Leadership Program portions of the program.
- Demonstrate appropriate scheduling for meetings.
- Demonstrate appropriate preparation for instruction with FBMA's.
- Lead Agri-Leader meetings with area farmers and ag-business leaders on timely and pertinent topics.
- Work with area extension office as needed.
- Collaborate with local and area FFA instructors for supporting area youth projects through instruction/information.
- Maintain-up-to-date knowledge of content.
- Actively participate in development, evaluation, and improvement of program as needed.
- Demonstrate appropriate preparation for instruction.
- Utilize available technology to support and enhance learning.
- Communicate and interact in a professional manner with students, colleagues, parents, and the community.
- Demonstrate strong interpersonal skills that contribute to successful collaboration.
- Act as a responsible professional in addressing the overall mission of the school district.
- Adhere to all policies, procedures and regulations of the building and district.
- Collaborate in the development and/or implementation of the district's vision, mission, and goals.
- Other duties as assigned and/or prescribed by Maryville R-II School District policies and procedures.

Supervisory Duties

Supervise students at times when applicable when working in collaboration with FFA instructors.

Qualifications

Education – High school diploma, Bachelors degree preferred

Certificates, Licenses, Registrations – Agriculture related experience, or valid Missouri agriculture education teaching certificate

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Skills and Abilities

Language

An individual who holds this position must have the ability to:
Present information to students, colleagues, parents, area farmers, ag business leaders, and the community.
Respond to common questions and complaints.
Read, analyze and interpret professional journals, Board policy, administrative procedures, government memos and statutes.
Write memos and ordinary business correspondence.
Keep information confidential when required by law, policy or a particular situation.

Computation

Ability to compute ratios, percentages and create and interpret graphs and figures.

Reasoning

Ability to define problems, collect data, establish facts and draw valid conclusions.

Technology

An individual who holds this position must have:
Basic computer word processing, spreadsheet and research skills.
An ability to access and create reports using the district's student information software.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

An individual who holds this position is frequently required to move in and around buildings and grounds to visit classrooms, attend meetings, and sit for up to an hour at a time.

Hearing

The employee must be able to hear a conversation in a noisy environment.

Attendance

Regular and consistent attendance is an essential function of this position.

Conditions and Environment

The work conditions and environment described here are representative of those that an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

The individual who holds this position will regularly work in an environment that is noisy and active. Occasionally the individual will be required to work outdoors for short periods of time.
An individual who holds this position is frequently required to work irregular hours.