

Clayton Municipal Schools

Clayton, New Mexico

Together for Student Success

Notice of Secondary Teacher Vacancy

(Agriculture, Multiple endorsements preferred)

Job Description – Secondary Agriculture Instructor

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 New Mexico 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.

Classroom Instruction

- Serve the educational needs of the students in grades 8-12 by providing the latest knowledge and skills associated with the area being taught
- Prepare teaching plans, demonstration plans, and teaching materials for all classes
- Conduct field trips, both in and out of district
- Secure materials for resale to students (e.g. welding metal, wood, etc.)

Supervised Agricultural Experience Program (SAE)

- Supervise student's SAEs through school based, worksite, and/or home visits
- Provide feedback and direction to the student's SAE
- Visit students' SAE projects once per semester and at least once during the summer
- Assist students in keeping SAE records

FFA

- Provide opportunities for students to participate and be active in the local FFA chapter
- Serve as advisor for the FFA chapter
- Assist students in coordinating FFA activities at the local, 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.
- Outline a summer calendar detailing FFA activities, judging contests, and/or livestock shows that he/she will be attending.

Other

- Maintain an active advisory committee that officially meets at least once annually to discuss the direction of the program; a record of the minutes should be kept on file
- The instructor will maintain an active program during the summer by way of the following:
 - continue to supervise students SAEs
 - promote student attendance
 - provide transportation for students to attend FFA leadership activities, summer field days, and/or livestock events and shows
 - work with the local community on projects or activities
 - The instructor will attend professional development
 - Advise and coordinate the local FFA Alumni chapter
 - Prepare and track the budget for the agriculture program each year

Clayton Municipal Schools is committed to the philosophy of equal opportunity/equal access in all its employments, educational programs, activities and services and does not discriminate on the basis of race, color, national origin, gender, sexual orientation, creed, religion, age, marital or parental status, mental or physical handicapping condition.

- 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

Qualifications:

Minimum Education/Certifications

Bachelor's degree from accredited university

Valid New Mexico teaching certificate, with required endorsements for subject/level assigned, or

Evidence that appropriate licensure/endorsements/certifications can be secured

Preferred Certifications/Endorsements/Licensure

Secondary Vocational-Technical (8-12); Multiple endorsements preferred

Special Knowledge/Skills

Ability to deliver high quality instruction using best practices

Ability to collaborate with parents, teachers and other school personnel

Ability to differentiate instruction to meet the needs of all learners

Ability to incorporate technology into lessons

Ability to assess students using a variety of assessment techniques

Ability to use data to inform instruction and meet students' identified needs

Ability to demonstrate child-centered instructional practices

Willingness to continue education to obtain additional endorsements

Willingness to take on additional roles within the school system

Application Procedure:

Interested applicants please submit a letter of interest and completed application packet found on Clayton Municipal Schools website at www.claytonschools.us to stacy.diller@claytonschools.us

Application Deadline: Until filled