

**Jefferson School District  
Job Description**

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**Job Title:** FFA Advisor (extra duty)  
**Reports To:** Principal  
**FLSA Status:** Exempt

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**JOB SUMMARY**

This position provides agricultural education services to a variety of students and provides opportunities for students to participate in activities, competitions and events.

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**ESSENTIAL DUTIES AND RESPONSIBILITIES**

*Essential duties of this position include the following. Employees in this position perform some or all of the following tasks. Other duties may be assigned.*

1. Follows and maintains knowledge of all District policy(ies) and procedures.
2. Follows all current state and federal laws and administrative rules pertaining to public school teachers.
3. Develops and maintains a classroom environment conducive to effective learning within the limits of the resources provided by the District.
4. Instructs students in areas of leadership, animal science, agriculture mechanics, soil evaluation, dairy cattle examination, floral/nursery care and horse evaluation.
5. Grades papers, assignments and assessments promptly and accurately.
6. Assigns relevant homework.
7. Tests and evaluates students' abilities and progress.
8. Completes required paperwork in specified time and manner.
9. Plans a program of study that meets the individual needs, interests, and abilities of students.
10. Assists in the selection of books, equipment, and other instructional materials.
11. Assists students with tracking assignments and managing behaviors.
12. Plans and supervises various activities including student projects and site visitation(s).
13. Assists in supervising and planning local club meetings, award presentations, fundraisers and community service projects.
14. Supervises students at local, state and District competitions and activities.
15. Orders supplies.
16. Facilitates conferences with students, parents and other staff members.
17. Utilizes a variety of instructional techniques and instructional media, consistent with the needs and capabilities of the individuals or student groups involved.
18. Assesses the accomplishments of students on a regular basis and maintains such records as required by law and by District policy.
19. Takes all responsible precautions to provide for the health and safety of the students and to protect equipment, materials and facilities.
20. Works to establish and maintain open lines of communication with the administration, other staff members and District patrons.
21. Assists in determining and evaluating educational goals consistent with District philosophy and strives to implement those goals by instruction and action.
22. Assists the administration in implementing policies and rules governing student activities and conduct.
23. Maintains appropriate certifications and training hours as required.

24. Complies with applicable District, state, local and federal laws, rules and regulations.
25. Attends work regularly and is punctual.

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### MARGINAL DUTIES AND RESPONSIBILITIES

*Marginal duties of this position include the following. Employees in this position perform some or all of the following tasks. Other duties may be assigned.*

1. Attends in-service trainings.
2. Attends staff meetings.
3. Substitutes for other teachers, as necessary.

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### SUPERVISORY RESPONSIBILITIES

May supervise and direct the work of volunteers or aides. All school employees have some responsibility for supervising students and assisting in maintaining a safe environment.

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### QUALIFICATIONS

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, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- **Education and/or Experience:** Bachelor's degree (B.A.) or equivalent from four-year college or university or at least one year related experience and/or training or equivalent combination of education and experience. Master's degree (M.A.) or equivalent strongly preferred. Prior successful experience in FFA program, teaching adolescent students in a school or industrial arts classroom setting strongly preferred.
- **Interpersonal Skills:** Works well with others from diverse backgrounds. Focuses on solving conflict; maintaining confidentiality; listening to others without interrupting; keeping emotions under control; remaining open to others' ideas and contributing to building a positive team spirit. Demonstrated ability to successfully work with and teach adolescent students.
- **Language Skills:** Ability to communicate fluently verbally and in writing in English. Ability to effectively present information and respond effectively to questions in one-on-one, small group situations to students and other school staff. Ability to verbally respond to common inquiries from students. Ability to read and interpret documents such as safety rules, IEPs, operating and maintenance instructions, procedure manuals and governmental regulations. Ability to write routine reports and correspondence.
- **Mathematical Skills:** Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals. Ability to compute rate, ratio and percent.
- **Reasoning Ability:** Ability to define problems, collect data, establish facts and draw valid conclusions. Ability to interpret an extensive variety of instructions in varying forms and deal with several abstract and concrete variables. Ability to problem solve and deal with a variety of concrete variables in situations where only limited standardization exists.
- **Computer Skills:** General knowledge of computer usage and ability to use, e-mail, internet software and word processing software. Ability to proficiently use the following programs strongly preferred: MS Word, Excel, Groupwise, Pinnacle and Web Portal. Ability to type accurately and proficiently.

- **Other Skills and Abilities:** Demonstrated knowledge of child growth and development at each level of instruction and of the social, emotional, physical and cognitive development of adolescent students. Possesses knowledge of effective behavior management methods. Ability to meet time lines and work non-standard hours to achieve objectives.
- **Certificates, Licenses, Registrations:** Certificates as determined by the District. Must have a valid teacher's license and subject specific endorsement(s) through the Teachers Standards and Practices Commission (TSPC), CPR/First Aid card and Oregon Driver License.

### 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 the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to walk; stand; sit; use hands for fine manipulation, handle or feel and reach with hands and arms using a keyboard and video display terminal. The employee is occasionally required to stoop, kneel, crouch or crawl. The employee must regularly lift and/or move 25 pounds and occasionally up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, ability to adjust focus and peripheral vision. Demonstrated strength and dexterity to operate tools and equipment need for woodshop and welding classes and work with live animals.

### Work Environment

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

The work environment is an industrial arts classroom setting. The noise level in the work environment is usually moderate to high depending upon student population and activities. The employee is regularly exposed to wet or humid conditions, outdoor weather conditions, work near moving parts and risk of electrical shock and vibration. Employee may be exposed to bloodborne pathogens.

### OTHER

**Note:** This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The school district may add to, modify or delete any aspect of this job (or the position itself) at any time as it deems advisable.

Prepared By: OSBA

Prepared Date: February 2010

I have read and understand this job description.

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_