



## Extracurricular Position Description/Minimal Expectations

**Title: FFA Advisor**

**Reports to: Principal**

**PURPOSE:** The FFA Advisor is responsible for supervising student activities related to agriculture and horticulture so that students develop the skills, knowledge, and attitudes related to employment in agriculture occupations.

### PERFORMANCE RESPONSIBILITIES:

1. Oversee the development and implementation of the chapter's annual Program of Activities.
2. Help students organize activities on local through national levels and promote the chapter in the community. Supervise chapter entries for the organization's contests and offer suggestions for completing award applications.
3. Responsible for ensuring supervision of students at all off-campus activities such as conventions, contests, workshops, field trips, etc. associated with FFA.
4. Disseminates information as needed to event officials, staff, students, families.
5. Serves as SAE Project Supervisor:
  - a. Assist students in selecting a program that fits their interests and abilities.
  - b. 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. AET is the preferred system, and should be updated weekly during the school year.
  - c. Supervises the school laboratory (greenhouse, land lab) used for students supervised agricultural experience.
  - d. Training experiences, Work Based Learning program: locating training stations for students placed in Work Based Learning experience, coordinate instructional program with training experiences at the training station if the Work Based Learning program is offered.
6. Adult Community Involvement:
  - a. Plan and conduct an organized program of community involvement. This may include, but is not limited to alumni, young farmers, and booster clubs.
  - b. Organizes and maintains an active agricultural science advisory committee.
7. Work with administration to develop and carry out summer programs, including:
  - a. Fair Week
  - b. Chapter POA meeting or officer retreat: Determine chapter activities, set dates on the chapter calendar (see National Chapter Award timeline Guide and Oregon FFA CDE and LDE Calendar), determine committees.
  - c. Compile National Chapter application
8. FFA activities occurring outside of the teacher's contract days  
Fifty (50) paid days\* in addition to the teacher's base salary to be used for:
  - Lamb Show, 2 days.
  - Fair Week, August: If two supervisors, hours are split outside of show ring times. 6-7 days.
  - Summer Ag Teacher Conference

- Fall Conference, hours outside of regular contract hours.
- Supervised Agricultural Experience (SAE) visits to students' projects
- Career Development Events (CDE) practices outside of school hours or during lunch
- Lunch time meetings with students, officers, and chapter
- Training and coaching for state and national conventions.
- Leadership Development Events (LDE) that take place outside of 170 contract days
- Supervision of the Land Lab
- National Convention outside of contract time
- Washington Leadership Conference (WLC) chaperone
- Alumni meetings
- Fundraising events outside of school hours
- CDE events by administrator approval
- Plant Sale
- Early Career Teacher conference is needed, and approved by administrator
- Preparation for hands-on activities on campus or at the Land Lab as approved by administrator

**ADDITIONAL CERTIFICATES, LICENSES, REGISTRATIONS, BONDING, AND/OR TESTING REQUIRED:**

1. Valid Driver's License and evidence of insurability.
2. T-10/T-20 certification.
3. Valid First Aid and CPR Certification.

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Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Administrator

\_\_\_\_\_  
Date