

APPENDIX S
AGRICULTURE TEACHER MANDATORY DUTIES, RESPONSIBILITIES, AND
EXTENDED WORK YEAR.

All bargaining unit members assigned to Agricultural and Natural Resources (AGR) sector teaching positions shall perform the following duties as part of their base work year.

A. Compensation for Extended Duties and Responsibilities

1. All Agriculture Teachers, part-time and full-time, shall be placed on the Agriculture Teacher Salary Schedule, equal to an additional thirty-five (35) days totaling two hundred and nineteen (219) work days. All agriculture teachers shall work the regular school year and shall submit a positive-pay calendar identifying the thirty-five (35) additional days to be worked per year. The calendar shall be submitted to the CTE Administrator by June 30th annually and may be revised as needed with prior approval. In recognition of the additional duties under this appendix, all agricultural teachers shall be exempt from performing adjunct duties under Article VII, section E.
2. In accordance with California Department of Education (CDE) standards, these duties support Supervised Agricultural Experience (SAE), FFA leadership, farm supervision, community engagement, professional development, and curriculum alignment.

B. Primary Tasks and Responsibilities:

Suggested work performed by agriculture teachers shall include, but is not limited to, the following:

1. Supervised Agriculture Experience (SAE) Projects

- a. SAE Program Oversight: Guide students in selecting, planning, and executing SAE projects that align with their interests and career aspirations. These SAEs must fall into the following categories:

- i. Agriscience

ii.

Entrepreneurship

iii.

Placements

iv.

Foundational

- b.** SAE evaluations will be conducted throughout the year on Agriculture Experience Tracker (AET) by advisors on valid SAE projects.
- c.** Project Visits: On and off district facilities project visits can be conducted throughout the year to assess, mentor, and validate SAE projects.
- d.** Mentorship: Provide continuous support and mentorship, ensuring students' SAE projects meet educational standards and yield measurable outcomes recorded in AET.
- e.** Resource Coordination: Assist students in securing necessary resources by liaising with community members, industry professionals, and local businesses as needed.
- f.** School Project Development: Provide students with on-campus SAE projects when applicable and available.
- g.** Farm Supervision and Management: Including but not limited to the collection of all paperwork required for farm participation and supervision of the farm during the hours of operation by at least one (1) agriculture bargaining unit member.

2. Community and Public Engagement

- a.** Community Partnerships: Establish and maintain relationships with local agricultural organizations, businesses, and community leaders to support program initiatives.
- b.** Program Promotion: Deploy marketing strategies to promote the agriculture program.

- c. Program Recruitment: Deploy recruitment strategies for agriculture classes.
- d. Community Service: Providing opportunities for community service for students
- e. Advisory Committees: Engage with advisory committees comprising industry representatives to align the program with current industry standards and workforce needs three times a year.
- f. Career Guidance: Assist students in exploring various agricultural careers, guiding them towards opportunities in a variety of agriculture sectors.

3. Leadership Development:

- a. Chapter Leadership: Serve as a mentor to student officers and members to develop leadership skills and achieve chapter goals.
- b. Event Coordination: Organize and oversee participation in FFA events, competitions, and conferences at local, state, and national levels.
- c. Program of Activities (POA): Collaborate with students to develop and implement a POA that includes activities in student development, chapter development, and community development as written on AET.
- d. Mentor and Coaching: Mentor and coach students to participate in CDE and/or LDE teams and competitions and in the application process for high leadership roles, scholarships, and proficiency applications.
- e. Career & Industry Exploration: Supervise and provide career & industry exploration opportunities and ensure tracking of this through AET.

4. Budget, Inventory, and Resource Management

- a. Oversee and submit budgets, including Agricultural Incentive Grants (AIG).
- b. Ensure compliance with AIG and maintain accurate records in AET.

- c. Manage FFA membership and records in the program through AET.
- d. Track department inventory and ensure timely ordering of materials and tools.
- e. Coordinate maintenance of equipment and facilities.
- f. Submit and maintain all site paperwork, including but not limited to field trip forms, facilities requests, etc. Develop and implement short-term and long-term goals for the agriculture program, aligning with school, state, and national standards.
- g. Manage AIG budgeting, including purchasing equipment, supplies, and resources necessary for program success.
- h. Maintain accurate records of student progress, certifications, and program participation in AET.

C. Task Division Process and Documentation Requirements

To ensure that tasks are divided appropriately between staff members, agriculture teachers shall:

1. Participate in an annual planning meeting to create a chart of responsibilities amongst the department.
2. Submit an annual task assignment plan by September 1st for approval by the Site Administrator to be edited within the year to meet program and teacher needs.
3. Track task completion using calendars and the Agricultural Experience Tracker (AET).
4. Submit a positive-pay calendar and AET to administration upon request.
5. Plan and facilitate farm workdays.
6. Participate in farm supervisor meetings.

