

PROPOSED

CURRENT

DUTY STATEMENT

Note: Shaded area is for Personnel Office use only.

		PERSONNEL REQUEST NO.	EFFECTIVE DATE
DIVISION Career and College Transition		POSITION NUMBER (Agency – Unit – Class – Serial) 174-615-2656-173	
UNIT Agriculture Education & Family and Consumer Sciences Office		POSITION CONTROL NO. 2662	
INCUMBENT TBD		CLASS TITLE Education Programs Consultant	
Briefly (1 or 2 sentences) describe the position's organizational setting and major functions.			
Under the general supervision of the Education Administrator I of the Agriculture Education & Family and Consumer Sciences Office, the Education Programs Consultant is responsible for coordinating the statewide program of activities related to the Future Farmers of America (FFA) career technical student organization. The consultant also assists school districts in meeting federal and state requirements for agriculture education. The consultant is responsible for developing and maintaining a statewide agricultural education/FFA public information system, and providing technical support to local programs.			
% of time performing duties	Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first. (Use additional sheet if necessary)		
70%	Career Technical Student Organization: Serve as Assistant State FFA Advisor; oversee the integrated leadership development program, as well as the student awards and recognition activities and events, and develop student organization policies and procedures. Provide training to State FFA Officers in leadership development skills, and supervise the activities of State FFA student officers. Evaluate the training and operational effectiveness of state officers. Develop and conduct the state FFA program of leadership, and lead interpersonal skill development activities. Oversee and develop the Leadership Consortium program, and train presenters. Evaluate leadership programs, and recommend improvements. Plan and supervise state participation in national FFA activities. Provide training to California student delegates on National FFA issues, and certify all applications for awards and degrees.		
10%	Program Administration: Collect and process reports regarding program and student enrollment data, and information relative to gender, ethnicity, disability, and/or disadvantage; work with support staff to maintain current files and records; develop and maintain a statewide agricultural education public information system, including a student newsletter and web-based student and teacher materials; communicate with local educational agencies; participate in staff meetings, serve on staff committees, and participate in other state committees and taskforces as assigned, and conduct special assignments as directed by the Agriculture Education & Family and Consumer Sciences Office Education Administrator I.		
10%	Professional Development for Teachers: Conduct workshops, seminars, and meetings to improve teacher performance; assist programs and agencies by providing professional development for teachers integrating agriculture into the curriculum, and assist teacher preparation programs in an effort to provide high-quality teachers.		
5%	Local Educational Agency Technical Assistance: Provide technical assistance to teachers, counselors, principals, superintendents, and others as needed to maintain and strengthen local programs and promote the initiation of new programs by providing materials for chartering and operating a local career technical student organization.		
5%	Liaison with Related Groups and Industry: Maintain contact with business and industry groups in agriculture-related fields; maintain liaison with post-secondary institutions and other agencies providing agricultural education, participate in California Department of Education staff meetings, and cooperate with other units and divisions.		

PROPOSED

CURRENT

DUTY STATEMENT

Note: Shaded area is for Personnel Office use only.

		PERSONNEL REQUEST NO.	EFFECTIVE DATE
DIVISION Career and College Transition		POSITION NUMBER (Agency – Unit – Class – Serial) 174-615-2655-XXX	
UNIT Agriculture Education & Family and Consumer Sciences Office		POSITION CONTROL NO. 2662	
INCUMBENT TBD		CLASS TITLE Education Programs Assistant	
Briefly (1 or 2 sentences) describe the position's organizational setting and major functions.			
Under the general supervision of the Education Administrator I of the Agriculture Education & Family and Consumer Sciences Office, the Education Programs Assistant is responsible for coordinating the statewide program of activities related to the Future Farmers of America (FFA) career technical student organization. In a learning capacity, the assistant also assists school districts in meeting federal and state requirements for agriculture education, and assists in the development and maintenance of a statewide agricultural education/FFA public information system.			
% of time performing duties	Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first. (Use additional sheet if necessary)		
70%	Career Technical Student Organization: In a learning capacity, oversee the integrated leadership development program, as well as the student awards and recognition activities and events, and develop student organization policies and procedures. In a learning capacity, provide training to State FFA Officers in leadership development skills, and supervise the activities of State FFA student officers. In a learning capacity, evaluate the training and operational effectiveness of state officers. Develop and conduct the state FFA program of leadership, and help lead interpersonal skill development activities. Oversee and develop the Leadership Consortium program, and train presenters. In a learning capacity, evaluate leadership programs, and recommend improvements. Help plan and supervise state participation in national FFA activities. Help provide training to California student delegates on National FFA issues, and certify all applications for awards and degrees.		
10%	Program Administration: In a learning capacity, collect and process reports regarding program and student enrollment data, and information relative to gender, ethnicity, disability, and/or disadvantage; work with support staff to maintain current files and records; help develop and maintain a statewide agricultural education public information system, including a student newsletter and web-based student and teacher materials; communicate with local educational agencies; participate in staff meetings, serve on staff committees, and participate in other state committees and taskforces as assigned, and conduct special assignments as directed by the Agriculture Education & Family and Consumer Sciences Office Education Administrator I.		
10%	Professional Development for Teachers: In a learning capacity, conduct workshops, seminars, and meetings to improve teacher performance; assist programs and agencies by providing professional development for teachers integrating agriculture into the curriculum, and assist teacher preparation programs in an effort to provide high-quality teachers.		
5%	Local Educational Agency Technical Assistance: In a learning capacity, provide technical assistance to teachers, counselors, principals, superintendents, and others as needed to maintain and strengthen local programs and promote the initiation of new programs by providing materials for chartering and operating a local career technical student organization.		
5%	Liaison with Related Groups and Industry: Maintain contact with business and industry groups in agriculture-related fields; maintain liaison with post-secondary institutions and other agencies providing agricultural education; participate in California Department of Education staff meetings, and cooperate with other units and divisions.		

To be reviewed and signed by the supervisor and employee:

Supervisor's statement:

- *I have discussed the duties and responsibilities of the position with the employee*
- *I have signed and received a copy of the duty statement.*

SUPERVISOR'S NAME (Print)

SUPERVISOR'S SIGNATURE

DATE



Employee's statement:

- *I have discussed the duties and responsibilities of the position with my supervisor*
- *I have signed and received a copy of the duty statement*

EMPLOYEE'S NAME (Print)

EMPLOYEE'S SIGNATURE

DATE



Distribution:

Original: Official Personnel File

Copy: Supervisor

Copy: Employee

Copy: Program File

To be reviewed and signed by the supervisor and employee:

Supervisor's statement:

- *I have discussed the duties and responsibilities of the position with the employee*
- *I have signed and received a copy of the duty statement.*

SUPERVISOR'S NAME (Print)

SUPERVISOR'S SIGNATURE

DATE



Employee's statement:

- *I have discussed the duties and responsibilities of the position with my supervisor*
- *I have signed and received a copy of the duty statement*

EMPLOYEE'S NAME (Print)

EMPLOYEE'S SIGNATURE

DATE



Distribution:

Original: Official Personnel File

Copy: Supervisor

Copy: Employee

Copy: Program File