

Northeast Technology Center
POSITION ANNOUNCEMENT

- Position:** Agriculture Business Management Coordinator
Temporary 12-month Contract subject to annual renewal
District-wide position, Housed at the Central Office
- Starting Date:** May 17, 2010, or as soon as possible.
- Salary:** \$50,966 - \$65,580 annually, according to established salary schedule, based on education and experience.
- Benefits:** Health allowance package, life insurance and teachers' retirement paid, flexible benefits plan, and paid sick leave.
- Minimum Requirements:** The successful candidate must possess a Bachelors degree from an accredited institution of higher learning. Experience or training in business finance or agriculture is preferred. Teaching experience is preferred.
- Other Skills:** Experience in Microsoft Word and Excel, email applications and other computer applications preferred; excellent communications and human relations skills especially with adult students; proficiency in record keeping, prioritizing, and scheduling; ability to exercise initiative, independent judgment, and discretion in performance of duties; know the importance of confidentiality.
- Duties:** Instructor is responsible for instruction, classroom/lab management, discipline, advisory committee, inventory of tools, equipment and supplies, ordering and recording purchase of supplies, supporting board policies and professional growth. Also maintain positive public relations, and represent Northeast Technology Center in a professional manner at all times. The class meetings are to be scheduled a minimum of one night per month or in a sequence of instruction as agreed to by the participants and instructor at one or more of the campuses of Northeast Technology Center. The site visits are arranged as needed by the participant and the instructor.
- Deadline for applying:** Friday, April 23rd, 2010, at 3:00 PM

Application and job description may be obtained by calling (918) 825-7040.

Application may also be found at the NTC website: www.netech.edu.

Send completed application and resume to:
Mr. Terry Walters
Director of Business & Industry
Northeast Technology Center
P.O. Box 487
Pryor, OK 74362

Northeast Technology Center is an Equal Opportunity Employer.

NORTHEAST TECHNOLOGY CENTER

JOB DESCRIPTION

Position: Agriculture Business Management Coordinator
12 Month position

**Personnel
Classification:** Adult Ed Instructor

**Responsible
To:** Director of Business & Industry

**Primary
Function:** The (program) instructor is responsible for: instruction, classroom/lab management, discipline, advisory committee, inventory of tools, equipment and supplies, advising students, ordering and recording purchase of supplies, supporting board policies and growth. Also maintain positive public relations, and represent Northeast Technology Center in a professional manner at all times. The class meetings are to be scheduled a minimum of one night per month or in a sequence of instruction as agreed to by the participants and instructor at one or more of the campuses of Northeast Technology Center. The site visits are arranged as needed by the participant and the instructor.

Other Skills: Experience in Microsoft Word and Excel, email applications and other computer applications preferred; excellent communications and human relations skills especially with adult students; proficiency in record keeping, prioritizing, and scheduling; ability to exercise initiative, independent judgment, and discretion in performance of duties; know the importance of confidentiality.

Major Duties:

Responsibilities for this position include, but are not limited to:

1. INSTRUCTION:
 - a. Instructing Agricultural Business Management Enrollees in regular classroom meetings on the principles of Agricultural Business Management.
 - b. Preparing and planning a yearly and monthly curriculum for Agricultural Business Management Program.
 - c. Working individually with the program cooperators in setting up a complete farm records system for the farm business.
 - d. Making regular farm visits to instruct program enrollees in farm record keeping and business analysis and other aspects of farm management.
 - e. Being available to help program participants improve their understanding of the actual financial position of their business.
 - f. Developing the Agricultural Business Management Program by putting on an active program and informing potential new class members about course content.
 - g. Recruiting participants for new class each year and maintain the required enrollment as specified by the State Department of Career Tech.
 - h. Submitting all reports as required by the State Department of Career Tech.
2. PROFESSIONAL RELATIONSHIPS
 - a. Working cooperatively with other instructors, administration and staff.

- b. Attending and participate in faculty meetings.
 - c. Maintaining professional competency through participation in staff development plan, in-service education activities and selected professional growth activities.
 - d. Assisting in upholding and enforcing the rules and regulations of the Board of Education.
 - e. Developing individual goals and objectives that are consistent with the philosophy, goals and objectives of the school.
 - f. Maintaining a professional attitude through participation in professional organizations.
 - g. Attending the Annual Career Tech Education Summer Conference each year and other conferences and workshops as required, upon approval of the school administration.
3. ADVISORY COMMITTEE
- a. Establishing an advisory committee consisting of a minimum of three (3) members from business and/or industry.
 - b. Conducting a formal fall and spring business meeting (2) for input on program improvement.
 - c. Rotating and selecting one (1) or more new members each year in order to allow a variety of business/industry to be represented.
 - d. Establishing a committee to assist in student O.J.T. and permanent placement.
4. INVENTORY OF TOOLS, EQUIPMENT, AND SUPPLIES
- a. Conducting inventory of tools and equipment prior to start of school.
 - b. Reporting lost or broken tools and equipment as soon as they occur.
 - c. Keeping inventory of supplies at time of purchase and dispensing.
 - d. Preparing for a full formal lay-out inventory by school administration at the end of the school year.
5. ORDERING AND RECORDING PURCHASE OF SUPPLIES
- a. Recording all supplies and materials to the proper repair order.
6. PROFESSIONAL ORGANIZATIONS
- a. Attending conferences as required
7. SUPPORT BOARD POLICIES AND GROWTH
- a. Completing all local and state reports on time.
 - b. Attending all scheduled school functions related to the program.
8. PUBLIC RELATIONS
- a. Submitting news articles on newsworthy events in your program.
 - b. Assisting in planning and completion of Open House.
 - c. Representing the school in a professional manner at all times.

ANY OTHER DUTIES AS ASSIGNED BY THE DIRECTOR, DEPUTY SUPERINTENDENT & SUPERINTENDENT