

Job Description

Post Date : 8/1/2022

Close Date – When Filled

Desired Start Date : 9/1/2022 (negotiable)

Working Title: ATAT Professional Development Coordinator

Organization Name: Agriculture Teachers Association of Texas

Location: Remote/Austin(30/70)

Reports to: Executive Director, Agriculture Teachers Association of Texas

Job Summary:

This individual would be responsible for coordinating activities related to professional development activities of the association. This individual would work on the current related programs and develop new activities for professional development of our teachers including new and developing teachers. This individual must be capable of working with a team within the association along with outside groups and manage multiple activities at the same time. This individual must have experience as a teacher and in the teacher development process. **To apply, submit a resume and letter of interest to Ray Pieniasek, Executive Director at ray@texasagteachers.org**

Essential Functions:

- ***Professional Development Conference Workshops-** manage the workshop process submission, evaluation and selection process for the professional development conference as well as manage workshop presenter communication, collection of online workshops and other presenter materials.
- ***Conference Tours** – develop and locate tours for teachers to participate in during conference.
- ***Professional Development Year-Round Activities**– create, locate, setup workshops that teachers could attend throughout the school year to develop their teacher toolbox and/or skills to enhance their abilities.
- ***Teacher Mentor Program Management** – management of the mentor selection and training process, mentee application process, mentor submission of reports including travel, payment of, and other documentation, as well as communication with mentees and mentors throughout the year.
- ***New Teacher Professional Development** – create and manage a new teacher professional development program to assist new teachers in navigating the teaching profession.
- ***Curriculum Resource Development** – Create and manage a curriculum development for areas in high need by teachers
- ***Teacher Retention Program** – assist in the creating of programs to assist teachers in maintaining their positions as a teacher in the Agricultural education profession
- ***Monthly Teacher Talks** – Assist executive director in the planning of topics and presenters for the monthly teacher talks.
- ***Teacher Awards Program** – assist in the management of the Teacher Awards program
- ***Create How to Videos** – create videos in conjunction with key staff on agricultural education and FFA topics
- ***Teacher Wellness Activities** – promote teacher wellness and mental health activities
- ***Other duties:** – since this is a new position the ability to assist all other staff members in tasks related to ATAT business.

Education:

Bachelor's degree required, preference given to Agricultural Education or similar degrees.

Experience: The professional development coordinator should have strong writing and proofreading skills, appropriate technical skills to operate Microsoft Office software, manage databases, complete basic web design and maintenance as necessary. The individual should have a strong understanding of the teaching process, the evaluation process, and teacher training. This person will need the ability to travel to assist with any professional development that is offered by the association throughout the year.

INTERNAL/EXTERNAL CONTACTS:

Level of Responsibility

- Employees at this location.
- ATAT representatives at other locations.
- General public.
- Professional associations.
- Vendors.
- Governmental offices.

	Daily	Weekly	Monthly	Periodically	Rarely
Employees at this location.	X				
ATAT representatives at other locations.		X			
General public.				X	
Professional associations.		X			
Vendors.			X		
Governmental offices.				X	

EQUIPMENT KNOWLEDGE:

X	Computer	X	FAX Machine	X	Telephone	X	Printer	X	Scanner
X	Calculator	X	Copier	X	Camera	X	Audio Visual	X	Smart Phone

PHYSICAL DEMANDS:

X	Writing	X	Walking	X	Speaking	X	Hearing	X	Seeing
X	Standing	X	Driving	X	Carrying		Crawling		Pulling
X	Mobility		Pushing	X	Reaching		Squatting		Kneeling
	Climbing	X	Lifting to 15 lbs.	X	Traveling by Air/Car	X	Travel Time ≤40%	X	Attend Conference
X	Sitting		Other:		Other:		Other:		Other:

MENTAL DEMANDS:

X	Reasoning	X	Analytical Reasoning	X	Math	X	Problem Solving
X	Detailed Work	X	Customer Contact	X	Presentations	X	Verbal Communications
X	Changing Priorities	X	Language	X	Training	X	Written Communications
X	Reading Documents or Instructions	X	Multiple Concurrent Tasks	X	Constant Interruptions		
	Other:		Other:		Other:		