

CTE Agricultural Education Pathway Project Coordinator

Reports to: Director of CTE

Supervises: None

Term of Employment: 10 months

Salary: State salary schedule

Qualifications:

- Bachelor's Degree in Agriculture, Education, or a related field (Master's Degree preferred).
- Minimum number of 3 years of experience in agricultural education, grant management, or partnership development.
- Demonstrated experience in developing and implementing CTE programs.
- Strong understanding of agricultural industry trends and practices.
- Excellent organizational, communication, and interpersonal skills.
- Ability to work independently and as part of a team.
- Proficiency in Google Suite and project management software.
- Experience with budget management and financial reporting.
- Valid driver's license and reliable transportation.
- Experience with grant writing and administration.
- Experience working with diverse student populations.

JOB SUMMARY: This is a grant funded position through the Golden LEAF Foundation for Anson County Schools, focused on enhancing the Agricultural Education pathway within our Career and Technical Education (CTE) program. The CTE Agricultural Education Pathway Project Grant Coordinator will be responsible for the successful implementation and management of this grant-funded initiative. This role will involve strategic partnership development, curriculum enhancement, logical coordination, financial oversight, and student recruitment to ensure the project meets its objectives at the start of the 2025-2026 school year. The ideal candidate will possess a strong background in agriculture education, grant management, and partnership development, along with excellent organizational and communication skills.

Responsibilities:

Grant Management and Coordination:

- Oversee all aspects of the Golden LEAF Foundation grant, ensuring compliance with grant requirements and deadlines.
- Develop and maintain detailed project reports to the Golden LEAF Foundation and stakeholders.
- Monitor and track project expenditures, ensuring adherence to the grant budget.
- Prepare and submit regular reports to the Golden LEAF Foundation and stakeholders.
- Maintain accurate records of all project activities and outcomes.

Partnership Development: (with CDC)

- Identify, cultivate, and secure partnerships with local farms, agricultural businesses, and related organizations.
- Develop and implement agreements for job shadowing and internship opportunities for students.
- Coordinate partnership meetings and communication.

Field Trip Coordination:

- Identify and secure suitable field trip locations at partner farms and businesses.
- Coordinate all logistical aspects of field trips, including transportation, scheduling, and supervision.

Equipment Procurement:

- Research and identify necessary equipment for the Agricultural Education pathway.
- Develop and manage the procurement process, ensuring adherence to district purchasing policies.
- Oversee the installation and maintenance of purchased equipment.

Student Recruitment:

- Develop and implement strategies to recruit students into the enhanced Agricultural Education pathway.

CTE Agricultural Education Pathway Project Coordinator

- Conduct presentations and outreach activities to promote the program to students and parents.
- Work with school counselors, the CIMC, CDC and teachers to identify potential students.

Other Duties

- Serve as liaison between Anson County Schools, partner organizations and the community.
- Participate in relevant professional development activities.
- Perform other duties as assigned by the supervisor.

To apply:

Please submit your application on frontline (Anson County Schools) with an interest letter emailed to mclaurin.joshua@anson.k12.nc.us