

CHECKLIST FOR A 1ST YEAR AGRICULTURAL EDUCATION TEACHER

Below is a list of the minimum things that an agricultural education teacher should accomplish in their first year of teaching. This list was developed by the 2013 -2014 Agricultural Education Leadership Cohort.

Check Off When Complete

- _____ Attend the Summer Agricultural Education Conference
- _____ Be prepared to teach class every day.
- _____ Pay your NCATA annual dues.
- _____ Meet individually with your Agricultural Education Regional Coordinator at your school.
- _____ Elect a slate of FFA Officers for your chapter
- _____ Attend the Fall and Spring Regional In-service meetings
- _____ Visit with one veteran agricultural education teacher at another school
- _____ Communicate with your mentor monthly to discuss program and other issues
- _____ Submit your chapter's FFA Dues by the March 1 deadline
- _____ Attend your Regional FFA Rally
- _____ Conduct a community needs assessment
- _____ Have your student to participate in one FFA Career Development Event above the chapter level.
- _____ Attend and bring students to the State FFA Convention
- _____ Obtain your CDL bus driver's license

CHECKLIST FOR A 2nd-3rd YEAR AGRICULTURAL EDUCATION TEACHER

Below is a list of the minimum things that an agricultural education teacher should accomplish in their second-third year of teaching in addition to the first year checklist. This list was developed by the 2013 -2014 Agricultural Education Leadership Cohort.

Check Off When Complete

- _____ Develop, review and/or revise your Chapter's FFA Constitution and Bylaws
- _____ Develop a written Chapter FFA Program of Activities
- _____ Attend at least one summer agricultural education professional development workshop
- _____ Take your FFA members to Leadership events (SLC, RLC, FLC, MEGA Conference, or WLC)
- _____ Conduct at least one fundraiser
- _____ Complete at least one community service project
- _____ Incorporate the SAE component and make SAE contacts/visits with your students
- _____ Learn and use the AET (Agricultural Experience Tracker) for keeping student SAE records
- _____ Increase your agricultural education contacts within your community
- _____ Participate in FFA Week Activities
- _____ Have a chapter FFA Banquet
- _____ Develop a recruitment/retention plan
- _____ Develop weekly schedules that includes personal time
- _____ Participate in two FFA Career Development Events

Calendar Reminders for Successful FFA Chapter Management

*(*All Career Development Event, CDE Events, are listed – participation in some, but not all is encouraged; some dates may change from year to year, check ncffa.org Calendar of Events or ncffa-listserv emails for details)*

July

- Facilities Updates and Maintenance
- Conduct SAE visits and take pictures for potential proficiency applications
- Develop/revise chapter constitution
- Take students to State Leadership Conference
- Attend CTE Teacher's conference
- Pay NCATA dues
- Become familiar with new State Curriculum updates
- Participate in summer workshops
- Conduct Officers' retreat/training
- Develop chapter POA with Officer Team
- Begin poinsettias and fall greenhouse crops

August

- Personal Vacation
- Order classroom/shop supplies
- Conduct Community partner visits
- Conduct Recruitment meeting/Freshman orientation

September/October

- Conduct First Chapter meeting/social
- Be involved in County, Mountain State, and NC State Fairs
- State Dairy Handlers CDE*
- Register and attend Regional Leadership Conference and Fall In-service meeting

- Fall Fundraiser preparation / Establish fruit sale prices
- Federation/Regional Fall CDEs: land judging, tractor/truck driving, *
- Finalize plans and attend National FFA Convention

November/December

- Affiliate Program Fall Membership due to State Office
- State Land judging CDE*
- State Vet Science CDE*
- State Livestock CDE*
- Finish Fall Fundraiser
- Participate in fall community service activity
- Prepare students for Fall Semester Final exams

January

- Honorary State and American FFA Degrees Due to State Office
- Reflect on first semester goals and achievements
- Kick-off Spring FFA membership drive for second semester students
- Finalize FFA week activities with chapter officer team
- Prepare greenhouse for planting and spring plant fundraiser
- Remind seniors of National FFA Scholarship Deadlines (Feb. 1st)

February

- State Truck and Tractor Driving CDE*
- Recruit for MEGA Conference and FFA camp
- Conduct National FFA week activities

March

- Membership rosters due (March 1st)
- Attend Regional Spring In-service meeting
- Ag. Sales, FBM, Marketing CDE's, and WLC Scholarships*
- Managing spring greenhouse crop
- Develop inventory of plant sale items and prices
- Regional Envirothon Competitions*
- FFA camp registration opens
- Attend MEGA Conference with chapter leaders
- State Dairy Judging CDE *
- State Poultry CDE*
- Conduct spring community service project

April

- State Level Awards deadline
- Regional Officer Interviews and elections
- State Envirothon CDE*
- State Hunters Safety CDE*
- State Equine CDE*
- Kick-off Spring plant sale fundraiser
- Finish preparing teams for Regional rally
- Make arrangements for year-end banquet

May

- Attend Regional Rally
- Conduct Chapter Officer Elections
- Conduct Year End Banquet
- Register for state convention and secure hotel rooms
- Begin cleanout of greenhouse and shop areas
- Prepare students for final exams
- Register for summer professional development workshops
- Register for Summer CTE Teachers' Conference

June

- Develop Summer Calendar for Principal and CTE Director
- Secure National convention rooms
- Attend State convention