

KAAE Novice Teacher Program Coordinator Position Announcement

This coordinator will combine the efforts and resources provided to the Novice teacher program by volunteers, sponsors, and Kansas Agricultural Education related organizations.

Duties of the Novice Teacher Program Coordinator –

- Contact Novice Teacher as they are hired and share information about the program.
- Contact Administration where a Novice Teacher will be teaching and share information about the program.
- Identify and recruit Mentors with the help of the KAAE Standing Committee.
- Coordinate the four Novice Teacher Meetings
- Train the Mentors
- Serve as a resource to Mentors and Mentees
- Publish a monthly informative document for Mentors and Mentees that includes teaching tips and agricultural education related dates and information.
- Report to the KAAE Executive Board during executive meetings

Criteria to become a Novice Teacher Coordinator

- Member of KAAE
- Be a tenured Instructor of Agricultural Education
- Teach in an approved Program
- Approval from local School district

Salary and Expenditures for the novice Teacher Coordinator

The salary for the position is \$500 paid from KAAE. The individual will also have a \$1000 operating budget for expenses incurred while coordinating the activities. The hired individual will not be an employee of KAAE and the position is done as consulting services only.

Any interested parties should send a notice of inquiry by contacting KAAE President, Steve Buss at 785-484-2900 or steve.buss@usd340.org. Notices will be accepted until Friday May 25, 2007 at 3:00 PM. At such time the opening will be closed and an individual hired.