



## BC Agriculture in the Classroom Foundation

**Job Title:** BC Agriculture in the Classroom – Education Specialist (Agriculture experience preferred)

**Location:** Abbotsford office

**Duration:** September 7, 2021 – June 24, 2022

**Salary:** Commensurate with experience.

**Application Deadline:** Apply ASAP

### **Position Overview**

Reporting to the Executive Director, the primary role of the Education Specialist (ES), is to focus on the timely and cost-effective design and development of quality educational resources that appropriately and consistently promote the integration of agricultural literacy in alignment with the current K to 12 curriculum. The ES ensures that all content within BCAITC learning resources are current to the K-12 curriculum, agricultural information, and student-centered learning methodologies. A secondary responsibility is to design, develop, and deliver effective teacher support materials that provide guidance to educators in the use and delivery of BCAITC resources and train educators in the use of these resources. The ES will represent the organization at professional development day workshops, and community events, as well as in class lesson plan facilitation or delivery. They will also contribute to the development and maintenance of positive relationships with BCAITC stakeholders within the educational system.

### **KEY RESPONSIBILITY AREAS**

#### **Educational Learning Resources**

1. Obtains information about curriculum related to agriculture and assesses gaps that existing or new BCAITC learning resources could fill
  - a. Identifies and recommends development of new learning resources.
2. Evaluates existing BCAITC learning resources in relation to the current K to 12 curriculum and identifies required updates to content. Redesigns as necessary.
3. Creates new and innovative educational resources linked to B.C. curricula
  - a. Ensures design meets current academic standards
  - b. Leverages a variety of content creation and delivery methods
  - c. Ensures lesson plans, instructional design, and delivery strategies are age-appropriate
4. Designs teacher support materials for learning resources
5. Trains educators in the effective use of learning materials to best deliver the resource
  - a. Provides feedback, advice, and instructional guidance when needed

6. Devises methods to evaluate the effectiveness, use, and alignment of educational resources within the school system. Responds to results by initiating necessary actions that respond to data obtained.

### **Stakeholder Relationships & Promotion**

1. Develops and maintains harmonious and effective relationships with educational partners, including school administrators and educators/teachers, to promote and increase the use of existing and new BCAITC learning resources within the K-12 school system.
  - a. Assist schools in the planning and implementation of BCAITC resources.
  - b. Maintains communication with the AITC Canada Education Committee
2. Manages the relationships with educational partners including overseeing the effective coordination of resources to all schools.
3. Promotes existing resources to educational institutions and educators.
  - a. Establishes and maintains educational networking.
  - b. Participates in professional development activities and other events focused on target schools and educators
  - c. Communicate available resources using a variety of communication methods I.E. Face-to-face, social media, educational newsletters, brochures, events
4. Works collaboratively with educational partners and schools to ensure resources are delivered in a safe and orderly manner.
  - a. Plan, create, and deliver train-the-educator sessions
  - b. Provide mentoring and specific technical assistance to educational institutions and educators in the access, introduction, and delivery of BCAITC resources.
  - c. Ensures delivery of resources meets BCAITC standards
5. Ensures programs and resources are readily accessible to all educators and their students.
  - a. Ensure website content is updated to reflect current learning resources
  - b. Identifies enhanced methods for accessing BCAITC learning resources.
6. Contributes to the promotion of all BCAITC programs and learning resources.

### **Organizational Effectiveness**

1. Provides appropriate support to the Executive Director including information and input to assist with Foundation decision-making, evaluation of existing resources, and recommendations for ongoing enhancements to ensure the viability and effectiveness of BCAITC learning resources.
2. Prepare written, quarterly reports on progress to objectives.

### **Required Experience, Skills & Knowledge**

- Demonstrate a strong commitment and passion to make a contribution to agricultural education and educator development.
- Demonstrate an understanding of agricultural education philosophy and best practice methodology in relationship to the BCAITC mission and purpose.
- Knowledge of current trends and demands of agricultural industry to guide curriculum alignment.
- Broad knowledge of the principles and practices of current educational trends in curriculum and instruction.
- Knowledge of how to integrate BCAITC resources with academic programs in schools.
- Work in a collaborative team environment to align educational resources and materials with the organization's mission, purpose, and educational precepts.

- Strong interpersonal skills with a demonstrated ability to establish and maintain effective working relationship with others and successfully interact with stakeholders, peers, and team members.
- Time management and organizational skills are essential to ensure multiple resources in a multi-stakeholder environment meet defined deadlines within defined budgets.

#### **Minimum Qualifications**

- Bachelors' Degree in Education; Agriculture, Home Economics, Science concentration an asset
- Current BC Teacher Certification
- Job experience or major practicum work at the primary level
- Three to five years of relevant experience required, with one to three years of educational experience related to agriculture preferred.
- Up-to-date knowledge and experience in designing classroom materials for primary target audience.
- Experience with teacher professional development, training and support.
- Confident in speaking in front of small and large groups, including facilitation skills.
- Effectively prioritize, organize, use time-management skills, and be adept at multi-tasking.
- Demonstrate excellent interpersonal, listening, written and verbal communication and project management skills.
- Strong knowledge of Microsoft Office (Outlook, Word, Excel, PowerPoint) is required.
- Fluent in English

#### **Apply ASAP with:**

1. A cover letter
2. A resume that clearly demonstrates your qualifications for this position, your experience and your category salary range (if not seconded from a teaching position).
3. Send to: BC Agriculture in the Classroom, Attention: Executive Director, 1767 Angus Campbell Road, Abbotsford, BC V3G 2M3 or [pat@aitc.ca](mailto:pat@aitc.ca)

For further information about BC AITC, please consult our website: [www.bcaitc.ca](http://www.bcaitc.ca)