

**PLANO INDEPENDENT SCHOOL DISTRICT**  
**Job Description**

|                      |                                       |                          |           |
|----------------------|---------------------------------------|--------------------------|-----------|
| <b>Job Title:</b>    | Agriculture Project Center Supervisor | <b>Wage/Hour Status:</b> | Exempt    |
| <b>Reports To:</b>   | Director Career & Technical Education | <b>Pay Grade:</b>        | 820/830   |
| <b>Dept./School:</b> | Career and Technical Education        | <b>Date Revised</b>      | 4/08/2022 |

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**Primary Purpose:**

Supervise overall operation of the Plano ISD Agriculture Project Center facility. \*This position is funded through federal grant monies.

**Qualifications:**

**Education/Certification:**

Bachelor's Degree

Agriculture Science teacher certification

**Special Knowledge/Skills:**

Comprehensive understanding of Agriculture Science instructional activities: classroom and laboratory experiences, supervised agricultural experiences, and leadership activities

Broad knowledge of FFA goals, programs, and activities

Thorough knowledge of care, feeding, and housing of animals

Strong organizational, communication, and interpersonal skills

Ability to handle animals with confidence and patience

Ability to prioritize tasks

**Experience:**

Three years of teaching experience in Agriculture Science

Extensive experience working with animals

Operate various equipment including trucks and Bobcat loader

**Major Responsibilities and Duties:**

Maintain safe and secure environment for students and their animals

Monitor animal health and seek veterinary advice/intervention when necessary

Develop, implement, and assist in communicating guidelines for student use of Agriculture Project Center

**Job Title:** Agriculture Project Center Supervisor

Serve as a liaison between parents and district staff regarding the operations, safety, and procedures at the Agriculture Project Center

Advise students as needed regarding proper feed and care of their animals

Configure appropriate penning arrangements for animals

Coordinate transportation of student projects to livestock shows, veterinary clinics, and processing plants as needed

Ensure that barn contracts are completed as needed and oversee the facility badges

Coordinate maintenance and upkeep with appropriate departments, vendors, and contractors

Ensure appropriate sanitation standards at the facility

Schedule repair and maintenance of PISD Agricultural department trucks and trailers

Maintain inventory of equipment, determine repair/replacement needs

Maintain records relative to work performed, safety, and security

Identify and resolve current and potential maintenance problems/issues

Serve as a liaison between Agricultural Science teachers and Career & Technical Education department

Complete time and effort documents in a timely manner

Work with PISD departments, vendors, and contractors to schedule maintenance work at Agriculture Project Center

Inspect completed jobs for quality assurance

Respond to unplanned operational or maintenance events

Demonstrate behavior that is professional, ethical, and responsible and be a role model for all district staff and students

Follow all rules, regulations, and policies of Plano ISD and follow directives from supervisor

Follow attendance policy as assigned by supervisor

Perform other functions that may be assigned by the administration and or/supervisor

**Working Conditions:****Mental Demands:**

Ability to communicate effectively (verbal and written); interpret policy, procedures, and data; maintain emotional control under stress

**Physical Demands/Environmental Factors:**

Work with a wide variety of animals; occasional prolonged and irregular hours; work with frequent interruptions; frequent standing, stooping, bending, kneeling, pushing and pulling; frequent lifting up to 50 pounds

**Job Title:** Agriculture Project Center Supervisor

**Acknowledgement:**

Any work related experience or additional education/training resulting in acceptable proficiency levels in the above required knowledge, skills, and abilities may be an acceptable substitute for the above specified education and experience requirements at the sole discretion of District Administration.

**Approved By:** W. Noel McBee, Compensation Coordinator **Date:** 04/08/2022

The above statements are intended to describe the general purpose and responsibilities assigned to this job and are not intended to represent an exhaustive list of all responsibilities, duties, and skills that may be required. District administration and/or my supervisor has the right to add or change duties at any time. This job description supersedes all prior job descriptions for this position as well as rescinding all past and present job descriptions that do not reflect the current requirements of this position.

My signature below indicates I understand and acknowledge my job description.

**Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_