

# High School Program of Work Agriculture Education Evaluation Guide

Teacher \_\_\_\_\_  
Evaluator \_\_\_\_\_

**Instructions:** Documentation underlined is to be provided by the Teacher. Documentation listed in *Italics* will be provided by the Region Office.

STANDARDS	NOTES	DOCUMENTATION
1. The teacher holds a valid teaching certificate in agricultural education or a provisional certificate in agricultural education.	<a href="https://www.gapsc.com/Certification/lookup.aspx">https://www.gapsc.com/Certification/lookup.aspx</a>	<u>Copy of Certificate</u>
<i>Certificate Type</i>		
2: The Teacher does not have any after school duties and responsibilities that would conflict with the FFA and SAE activities. <u>*The Agricultural Education Program has three components. The classroom, FFA, and SAE combine to make the complete and balanced program. Students must be trained for Career Development Events and supervised at these activities. The students must have an SAE that requires home and worksite visits by the Agriculture Teacher. These activities occur throughout the school year and during the summer. As a result the Agricultural Education Teacher should not have any after school duties and responsibilities that would conflict with the FFA and SAE activities for which they receive extended day and extended year. This would include athletic events.</u>	<a href="http://aged.ces.uga.edu/Program_Information/teachers_creed.htm">http://aged.ces.uga.edu/Program_Information/teachers_creed.htm</a>	<u>Signed statement from administration.</u>
3: The teacher will comply with the Agricultural Education Teachers Creed.	<a href="http://www.gvata.org/">http://www.gvata.org/</a>	<u>Put a copy in the notebook</u>
4: The teacher will be actively involved in the professional teacher organization, Georgia Vocational Agricultural Teachers Association ( <b>GVATA</b> ), which is dedicated specifically to agricultural educators in the state.		<i>Membership Report from Area GVATA Director</i>
5. The teacher will attend <b>all area meetings</b> for agricultural education teachers ( <b>summer, fall, winter, spring</b> )		<i>Sign in sheets</i>
6. The teacher will attend the Summer Leadership Staff Development Conference.		<i>Registration documentation from GVATA Area Director</i>
7. The teacher will attend and participate in the GVATA Mid-Winter Staff Development		<i>Registration documentation from GVATA Area Director</i>
8: The teacher will conduct at least two advisory committee meetings one of which may be an informal meeting. Membership of the advisory committee will include agricultural industry and community leaders ( <b>minimum of</b>		<u>Copy of Minutes from each Advisory Meeting</u>

<b>seven).</b> The teacher will keep proper advisory committee minutes.		
8a. Proposed advisory committee meeting location/dates.		<b><u>Copy of Minutes from each Advisory Meeting</u></b>
8b: List Advisory Committee Members. Name/Title/Occupation <b>(Minimum of Seven).</b>		<b><u>List of members</u></b> <i>POW</i>
9: The teacher will complete and submit detailed monthly reports <b>by the 10th each month. (20 contacts minimum)</b>		<b><u>Copies of each monthly report starting with July</u></b>
10: The teacher will attend a minimum of one Professional Learning activity <b>conducted by the Agricultural Education Staff (minimum of 8 contact hours) in which the teacher registered for the PLU through the CTAERN.</b> The Summer Leadership Conference and Mid-Winter Leadership Conference do not satisfy this requirement.	<a href="https://www.ctaern.org/">https://www.ctaern.org/</a> <b>Password= First 3 letters of last name plus last four digits of social security number.</b>	<b><u>PLU or workshop completion certificate if taken in July OR</u></b> <b><u>Copy of enrollment if taking in June</u></b>
11. All agriculture courses taught will be listed on the Agricultural Education Courses list approved by the Georgia Department of Education.		<i>Printed list of class schedule</i>
12. The teacher will teach no more than 1 out-of-field segment per grading period.		<i>Printed list of class schedule</i>
13. The teacher will develop a course calendar and syllabus <b>for each course.</b>		<b><u>Copy of Course Calendars and Syllabi</u></b>
14. The teacher will develop practical lesson plans and file plans for each course taught.		<u>One lesson plan for each course taught.</u>
15. The teacher will include systematic instruction on FFA in the instructional program		<b><u>Copy of Syllabus OR</u></b> <b><u>Copy of Course Calendar OR</u></b> <b><u>FFA Lesson Plans</u></b>
16. Each course taught will include a <b>minimum of one</b> unit on leadership and personal development.		<b><u>Copy of Syllabus OR</u></b> <b><u>Copy of Course Calendar OR</u></b> <b><u>Leadership Lesson Plans</u></b>
17. The teacher will provide students with systematic instruction on record keeping.		<b><u>Copy of Syllabus OR</u></b> <b><u>Copy of Course Calendar OR</u></b> <b><u>Record Keeping Lesson Plans</u></b>
18. The teacher will insure that a minimum of 60 percent of students have in place an approved Supervised Agriculture Experience Program.		<b><u>Course Syllabus showing SAE as Required and/or</u></b> <b><u>Gradebook with grades for SAE</u></b>
19. The teacher will provide students with a state approved SAEP record book appropriate for their Supervised Agricultural Experience Program.		<b><u>Copy of completed Ga SAE Student Record book OR</u></b> <b><u>printout from AET</u></b>

20. The teacher will provide project supervision for each student with an approved Supervised Agricultural Experience Program.		<b><u>Monthly Reports (from Standard 9) with highlighted SAE Supervision -- Minimum of 4 SAE contacts listed per month</u></b>
21. The chapter will submit <b>at least one proficiency application per teacher</b> for regional consideration by the due date on the state calendar.		<i>Copy Of Region Proficiency submissions</i>
22. The teacher will maintain an FFA Chapter & serve as advisor.		<i>Report form State FFA Office</i>
23. Each teacher will comply with FFA Affiliation standards by including each student enrolled in their agricultural education classes on their FFA roster and pay their chapter's Affiliation fee by the due date on the state calendar.		<i>Completed FFA Roster and Student Enrollment on website</i>
24. The chapter and current fiscal year officers will submit a FFA Program of Activities and Budget to the Region Office by the due date on the state calendar.		<i>Copy of Program of Activities and Budget emailed to <a href="mailto:applications-northregion@qaqed.org">applications-northregion@qaqed.org</a> by Due Date on calendar</i>
25. The chapter officers will participate in the Georgia FFA Official Chapter Officer Leadership Training Workshop or conduct a chapter officer leadership planning retreat.		<b><u>AGENDA including date and location if conducted own training or</u></b> <i>verified COLT attendance from State FFA Office</i>
26. The chapter will hold a minimum of ten chapter meetings during the year using the official opening and closing ceremonies. Official minutes should be recorded for each meeting.		<b><u>minutes for each meeting</u></b>
27. The chapter will conduct activities in recognition of National FFA Week.		<b><u>FFA Week Observance Submission, National Chapter Application showing activities OR News Articles of activities</u></b>
28. The chapter will conduct a community service project.		<b><u>Pictures and description of Activities OR National Chapter application showing activities OR Newspaper article, or FFA Week Observance</u></b>
29. The chapter will have two official delegates that register for and participate in the <b>entire</b> State FFA.		<i>FFA Convention Registration from FFA Office, and delegate roll call during business sessions.</i>
30. The chapter will have at least one <b>qualified</b> applicant per teacher for the State FFA Degree (newly or reestablished departments will have three years to fulfill).		<i>Copy of State Degree Applications from Region Office</i>
31. The chapter will conduct an FFA parent/member awards banquet.		<b><u>Copy of Banquet Program and pictures; banquet invitation</u></b>
32. The chapter will submit a National Chapter Application (Form I) <b>and two of the following</b> chapter applications to the regional office:		<i>Copy of Region submissions</i>
<b>National Chapter Application (Form II)</b>		<i>Copy of Region submissions</i>

<b>National FFA Week Recognition</b>		<i>Copy of Region submissions</i>
<b>American Degree Application</b>		<i>Copy of Region submissions</i>
<b>WLC Scholarship Application</b>		<i>Copy of accepted Region submissions from Kylie</i>
<b>State STAR Application</b>		<i>Copy of Region submissions</i>
<b>American STAR Application</b>		<i>Copy of Region submissions</i>
<p>33. Each teacher will have students participate in a minimum of five CDEs. (A minimum of two CDEs must be Leadership CDEs (*) and a minimum of two CDEs must be team events.)</p> <p>(A CDE may count for a Leadership Event and a Team Event at the same time. e.g. Ag Sales would count as a Leadership CDE and a Team event, however, total CDE's must still be at least 5)</p>	Agriculture Communications* (team) Agriculture Education* Agriculture Marketing Plan * (team) Agriculture Sales * (team) Agriculture Technology and Equipment (team) Agriculture Mechanics (team) Area Forestry Field Day (team) Agriscience Fair (ind) Creed Speaking * (ind) Conduct of Chapter Meetings*(team) Dairy Cattle Judging (team) Discussion Meet * (ind) EMC Wiring* (ind) Environmental Natural Resources (team) Extemporaneous Public Speaking * (ind) Farm Business Management (team) FFA Quiz (* for Middle School POW) (ind) Floriculture (team) Floral Design (ind) Forestry (team) Horse Judging (team) Employment Skills * (ind) Land Judging (team) Lawnmower Driving (ind) Livestock Judging (team) Meats Judging (team) Nursery/Landscape (team) Parliamentary Procedure * (team) Poultry Judging (team) Prepared Public Speaking * (ind) Tractor Operation & Maintenance (ind) Wildlife Management (team) Vet Science (team)	<p><i>CDE participation Spreadsheet in Region Office</i></p> <p><i>To receive credit for the CDEs/LDEs Individuals/teams must compete all aspects of the event, 4 person teams must have at least 3 members and individuals/teams must score 30% of the top score for that event for that day.</i></p> <p><i>Forestry Field Day teams must have a participant in all events.</i></p>

<p>34. The teacher will participate with students in one or more of the following FFA Leadership activities.</p>	<p>Area Awards Banquet Greenhand Jamboree National FFA Convention FFA Success Conference FFA Summer Leadership Camp Region Rally Livestock Record Books (minimum of 4)</p>	<p><i>Region Office and FFA event registrations</i></p>
<p>35. The teacher will maintain all facilities in a safe, neat, and aesthetically pleasing condition.</p>		
<p><b>Local System Support</b></p>		
<p>A. Local system will provide transportation and/or travel funds to meet the Agricultural Education program of work standards at no expense to the local FFA Chapter.</p>		
<p>B. Teacher will have planning period during school hours.</p>		
<p>C. The local system will provide adequate budget for supplies.</p>		
<p>D. The local system will provide adequate budget for equipment.</p>		
<p>E. The local system will provide adequate computers</p>		
<p>F. The local system will provide adequate office space</p>		
<p>G. The local system will provide access to audio/video equipment</p>		
<p>H. The local system will provide for specialized facilities or have an approved plan for addressing specialized facility needs. (Ag Lab, Greenhouse, Aquaculture lab, etc)</p>		
<p>I. The local system will provide adequate classroom facilities</p>		
<p>J. The local system will provide adequate funding for facility maintenance</p>		
<p>K. The teacher will maintain an FFA Chapter &amp; serve as advisor</p>		
<p>L. The teacher will not teach more than one segment out of field per grading period.</p>		
<p>M. The local system will compensate teacher at minimum hourly rate for extended day</p>		