

Position Announcement
CASE Professional Development/Operations Manager
National Association of Agricultural Educators
2525 Harrodsburg Road, Suite 200, Lexington, Kentucky 40504-3358
(859) 967-2892
<http://www.naae.org> <http://www.case4learning.org>

The National Association of Agricultural Educators (NAAE) is the national professional association for school-based agricultural educators. NAAE is ... “Professionals providing agricultural education for the global community through visionary leadership, advocacy, and service.” There are over 9,000 NAAE members nationwide who are agriculture teachers/instructors in middle schools, secondary schools, and postsecondary institutions, agricultural education faculty in colleges and universities, statewide coordinators of agricultural education, college/university agricultural education students, and others who support the school-based agricultural education profession.

CASE began in 2007 with the goal to implement a national curriculum for secondary agricultural education to provide a high level of educational experiences to enhance the rigor and relevance of agriculture, food, and natural resources (AFNR) instruction. Besides elevating the rigor of AFNR knowledge and skills, CASE provides purposeful enhancement of science, mathematics, and English language understanding. CASE develops curriculum utilizing science inquiry for foundational and specialization concepts taught using activity-, project-, and problem-based instructional strategies. In addition to the curriculum aspect of CASE, it ensures quality teaching by providing extensive professional development for teachers that leads to CASE course certification. CASE is a project of The National Council for Agricultural Education, managed by NAAE.

Title: CASE Professional Development/Operations Manager – Independent Contractor

Reports To: CASE Educational Services Director

Job Summary: The CASE Professional Development/Operations Manager position manages professional development activities and lead teacher logistics related to CASE Institutes, BriefCASEs, EliteELEVATION, CASE Journey, Thrive and other related CASE events. Manages CASE store and pre-service invoices, scholarships, MyCASE access, and certifications.

Supervision: This position has no staff supervision responsibilities.

Essential Functions:

➤ **CASE Professional Development (PD)**

PD programs include but are not limited to CASE Institutes, BriefCASEs, eliteELEVATION, CASE Journey, CASE Foundations, and Thrive.

- Collaborates with the Education Services Director to grow and implement CASE PD programming.
- Manages registration for PD
- Develops a schedule for PD (Traditional, Hybrid or Virtual)
- Develops, updates, and manages CI Host and Lead Teacher application process
- Screens Lead Teacher applicants
- Selects placement site for Lead Teachers
- Communicates with Host Site Coordinators
- Coordinates CI site visits
- Collaborates with NAAE conference staff on EE or other event site selection
- Communicates evaluation results to Lead Teachers and CI Hosts
- Primary contact for CASE Institute host questions

➤ **Event Planning**

Work with NAAE/CASE Marketing Manager and NAAE Meeting Planner to facilitate meeting/conference and travel logistics for events and CASE Lead Teachers, staff, and others, as appropriate.

Fiscal Responsibilities

CASE Store

- Manages curricular and PD materials lists
- Verifies material access/availability with Vendors
- Update pricing, taxes, shipping, and promo codes in the CASE store

Scholarships/Grants

- Dissemination of scholarship/grant dollars (assign coupon codes) in collaboration with NAAE CFO
- Accounting and transferring of scholarship/grant awards

Invoice and Billing

- Monitor PD, Pre-Service and CASE store invoices
- Validate and initiate payment to Lead Teachers according to contract

Track and collect accounts receivable

➤ **Website Access and Permissions**

- Assist stakeholders with curriculum access in collaboration with CASE Marketing and Communications Manager
- Management of affiliate professor and institution designations
- Manages and reports teacher certifications, including digital checklists, host and affiliate designations via FileMaker

Facilitate operations for, and maintain lists/files of, all stakeholders including vendors, state leadership teams, advisory committees, sponsors, and other related personnel.

➤ **Overnight travel is required**

➤ **Other duties may be assigned**

Position Qualifications: CASE expects the Professional Development/Operations Manager to have appropriate curricular and technical credentials, CASE experience, and the ability to articulate the CASE philosophy. Strong skills in interpersonal/oral/written communications, project and time management, and leadership are highly desired. Minimum of Bachelor's degree (Master's degree preferred) and CASE course teaching experience.

Salary and Benefits: Salary commensurate with experience. As an independent contractor, the CASE Professional Development/Operations Manager agrees that they are not entitled to any fringe benefits as per an annual independent contractor agreement.

Application Procedures: To be considered for this position, please submit an application packet including a letter of interest, resume/vitae/portfolio, writing artifact, and references. **Application packets must be e-mailed to Nancy.Trivette@case4learning.org.** CASE must receive applications must by close of business on Friday, August 13, 2021.

Writing Artifact Instructions:

Use your artifacts to show your project management knowledge and ability to lead a project successfully. The artifacts should demonstrate your knowledge of agricultural education, goal development and planning, fiscal responsibilities, and stakeholder communications. We encourage you to illustrate how you utilize your professional skills to expand services or opportunities to the project audience. This sample also allows you to demonstrate how you use data to work efficiently to drive project decision-making.

Reviewers will use the artifacts to assess your project and data management skills and expertise. In selecting applicants, we will review the artifacts for evidence of your ability to manage a project from start to finish and communicate project metrics to stakeholders.

Include the following example artifacts.

1. Project/program description and scope, including timeline, goals, and impact
2. Budget and/or cost analysis for a project
3. Example dashboards or similar supporting items which support the project planning process, data collection, and communications plan

4. Project/program communications plan including a timeline and sample marketing artifacts such as emails, social media posts, etc.
5. Sample project communications demonstrating formal and informal email communications with stakeholders, colleagues, and partners. Demonstration of relationship development and problem-solving skills is ideal.
6. Program or grant reporting including surveys, impact metrics, fiscal reports, and overall project data analysis and stakeholder feedback

Format and submit the artifacts in the format of your choice. Web-based formatting is preferred.

Review and Hiring Process: The CASE Director will manage the search and hiring process and will acknowledge receipt of all application packets. CASE will invite finalists will to interview for the position. Interviews may be conducted by video conference and/or face-to-face. The anticipated start date for the position will be on or about September 1, 2021.

Questions/Comments: Direct questions or comments to Nancy Trivette, CASE Director, by calling (609) 313-3900 or sending an e-mail to Nancy.Trivette@case4learning.org. Additionally, you may direct questions or comments to Alissa Smith, NAAE Chief Executive Officer, by calling (859) 967-2894 or sending an e-mail to ASmith.NAAE@uky.edu.

NAAE is an equal opportunity organization. NAAE will not discriminate against any individual based on race, creed, color, religion, sex, national origin, ancestry, age, physical or mental handicap, or veteran status.