



Wallingford Public Schools

Agriculture Science and Technology Education Program Leader

Section I: General Information

Position Title: ASTE Program Leader	Grade Level: 9-12	Work Year: 12 months with 20 days vacation
Immediate Supervisor: Building Administration/Curriculum Coordinator	Bargaining Unit: The Wallingford Education Association	
<p>General Description: The ASTE Program Leader provides significant leadership through instructional coaching, curriculum writing, professional development, and curricular coordination for the various instructional components of the ASTE Program. The ASTE Program Leader supports teachers in implementing recognized best instructional practices and the approved district curriculum. Additional time is devoted to coaching department staff, administrative functions, building-specific tasks, and other duties as outlined below and as required in the context of ASTE Department needs.</p>		

Section II: Essential Duties and Responsibilities

Instructional Responsibilities
<ul style="list-style-type: none"> ● Serve as a content instructional coach and/or mentor and promote <ul style="list-style-type: none"> ○ Provide non-evaluative feedback to observed teachers in a timely manner. ○ Share general reports of experiences/insights with district and building administrative staff to help plan and deliver departmental improvement. ● Coordinate, monitor, and/or facilitate PLG meetings as needed. ● Initiate and conduct departmental meetings regularly to address curricular and building matters pertaining to the content area. ● Analyze data regarding student performance, enrollment, retention, etc.. ● Collaborate with teachers and administrative staff to formulate and implement both department and building goals. <ul style="list-style-type: none"> ○ Ensure that such goals are aligned with and supportive of the district goals for that discipline. ○ Monitor/report fidelity of implementation. ● Participate in curriculum writing; help recruit teachers as needed. Assist in the implementation and evaluation of curriculum and department programming. ● Participate in and support the adoption of textbooks and other instructional resources. Help recruit teachers to participate in such activities. ● Assist in the coordination, planning, and implementation of professional development activities for the department. ● Attend curriculum and other professional conferences to keep abreast of progress and new developments in the field of specialty.

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- Provide direct instruction to students in ASTE-related curricula (ie, job application process, Supervised Agricultural Activity)

Organizational Responsibilities

- Assist in the preparation and implementation of the department budget.
 - Oversee and coordinate the department's instructional materials, textbooks, and equipment.
 - Take part in grant writing opportunities to procure materials and equipment for the ASTE program
 - Manage departmental purchasing, etc.
- Assist as needed in the recruitment, screening, hiring, training, and assigning of department personnel.
- Advise the building administration on and participate in scheduling students and staff for the following school year.
- Support substitute teachers placed in the department when present.
- Share minutes of all department meetings
- Complete reports and surveys relevant to the discipline; prepare an end-of-the-year report to the Principal and Curriculum Coordinator summarizing departmental activities, accomplishments, progress toward annual goals, and recommendations for raising standards.
- Other related duties as assigned by the Administration.

Public Relations/Community Leadership

- Promote the respective instructional program to the community through collaboration and assistance with school-wide programs (e.g., orientations, award ceremonies) as needed.
 - Attends required evening events
- Serve as a resource for both parents and teachers to resolve student/parental concerns.
 - Assists building or district administrative staff in such situations when necessary.
- Engage with counselors and administrators from feeder schools in and out of the district to promote student enrollment in the ASTE program

Additional Duties

- Ensure the safety of students
- Adheres to the policies and regulations of Wallingford Public Schools and to the Connecticut Code of Professional Responsibility
- Maintain accurate and complete records as required
- Maintain a positive school community image that encourages ethical student behavior
- Maintain the strictest confidence regarding personnel, students, and the district's operational concerns.

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- Take an active role in all school security and emergency management preparedness activities

Section III: Qualifications

CT Department of Education Certification Endorsement	CT certification 040 (Agriculture, PreK-12) 092 Intermediate Administration or Supervision preferred
Education	Master's degree or equivalent in Agriculture or related field
Experience	Minimum of five years of teaching experience in Agricultural Education

Section IV: Knowledge, Skills, and Abilities

Essential Knowledge	<ul style="list-style-type: none"> • Demonstrated knowledge of current and best pedagogical practices. • Demonstrated expertise in problem solving, instructional leadership, mentoring, and planning
Skills and Abilities	<ul style="list-style-type: none"> • Good communication skills • Highly developed organizational skills, good professional judgment, and the ability to serve as an advocate for the department • Demonstrated understanding of instructional technologies and software, equipment, tools, and devices used in presenting instruction, documenting assessments, student progress, or other classroom administrative requirements of the district

Section V: Working Conditions

Physical and Mental Demands/Work Environment

Note: The physical demands and environmental characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable invited individuals with disabilities to perform the essential functions.

- Repetitive hand motion, e.g. keyboarding, typing, writing, etc.
- Regular requirement to sit, stand, walk, read, hear, see, speak, reach, stretch with hands and arms, crouch, kneel, climb, and stoop
- Frequent interruption of duties by staff, students, visitors, and/or telephone calls
- Occasional requirement to lift, carry, push, and/or pull various supplies and/or equipment up to a maximum of 20 pounds

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