**Middle School Education Director Job Description and Responsibilities**

The Maryland Agricultural Education Foundation (MAEF) offers rewarding careers promoting the importance of agriculture in everyone’s daily lives. The Middle School Education Director is responsible for the development and management of MAEF programs for Grades 6-8 in formal and informal settings.

Middle school years are an important time in a student’s education, during which they make decisions about educational pathways that lead to their future careers. The successful candidate will have a passion for promoting agricultural careers to this age group, a strong network within Maryland’s agricultural and educational communities, creative strategies for programming and a demonstrated capacity for both leadership and team building.

The Middle School Education Director position supervised by the Foundation’s Executive Director. This position is full-time with generous benefits and will be located at MAEF headquarters in Havre de Grace, Md. Telework options may be accommodated.

Principle responsibilities include:

1. Provide new opportunities for middle school youth to attain agricultural literacy and to explore careers in agriculture through a mobile lab, online curriculum and other strategies by 2026.
2. Outreach to school systems with CTE Agriculture programs in their high schools to assist with new and existing middle school Ag Science programs and encourage development of new programs.
3. Work with Maryland FFA staff to develop and support middle school FFA programs.
4. Leadership of MAEF’s “Infusing Agriculture in the Secondary Classroom” hybrid course in partnership with Goucher College.
5. Oversight of MAEF-Maryland Public Television Thinkport collaboration to develop and promote middle school lesson plans and create ag literacy curriculum.
6. Participate in Career Days at local school systems to encourage student exploration of agricultural careers and Ag Science education.
7. Outreach to middle school guidance counselors regarding careers in agriculture and college/career pathways to those careers.
8. Cooperation with local Farm Bureaus, Project Green Classrooms and other community organizations and leaders to promote ag ed and ag literacy programming.
9. Communications – Coordinate careers podcast; work collaboratively with the Executive Director, MAEF team, and others to develop and produce materials related to the middle school program.
10. Other Duties as Assigned - report to and perform other duties as directed by the MAEF Executive Director and in collaboration with MAEF staff.

The Middle School Education Director must have or develop an understanding of the following MAEF priorities and be able to advance these priorities in a meaningful way:

1. MAEF Strategic Plan - understand MAEF initiatives within formal and informal education, working with partner institutions, commodity partners, Maryland FFA, and many public organizations and community groups to achieve goals.
2. Ag as a Tool and Standards– understand that MAEF uses agriculture as a tool for teaching core subject areas and supporting state and national education standards.
3. Agriculture Education – understand existing agricultural curriculum and its role in our school systems.
4. Ag Careers – become familiar with the many career pathways related to agriculture, natural resources and environmental services.

Qualifications:

• Minimum educational and professional experience requirements include a Bachelor’s degree in education, agricultural education or similar field and two years of relevant experience with teaching, or the equivalent combination of education and experience. Agriculture or related subject teaching skills and experience preferred.

• Documented teaching skills and evidence of success in teaching and program development.

• Background in or extensive knowledge of the broad field of agriculture.

• Knowledge and understanding of the Pre-K through 12 education system, agriculture, agricultural and environmental literacy, and food systems concepts.

• Experience with adult learners, especially through online platforms.

• Proficiency with Microsoft Office (Word, Excel, Outlook, Sharepoint and PowerPoint).

• Excellent verbal and written communication skills, including experience with or ability to learn podcasting.

• Ability to organize community and resources and partnerships for classroom teachers.

• Appreciation for diversity, equity, inclusion and ability to address accessibility.

• Ability to work well with diverse groups in a professional and respectful work environment.

• Must be a self-motivated service-minded individual that demonstrates accountability in all work responsibilities.

• Enjoy working independently and as part of a team to accomplish tasks.

• Excellent organizational skills.

• Ability to think and problem-solve creatively.

• This position requires in-state travel and occasional out of state travel. Must be able to meet the travel requirements of the position, including having reliable transportation or having and maintaining a valid Maryland driver’s license.

• Must exercise sound and ethical judgment when acting on behalf of the MAEF.

MAEF is an Equal Opportunity Employer.

To Apply: Resumes will be accepted through May 31, 2022. Please send resume, cover letter and supporting portfolio materials to Susanne Richards, MAEF Executive Director, by email: [susanne@maefonline.com](mailto:susanne@maefonline.com). Email inquiries only, please.