

Agriculture Education Program of Work Evaluation Guidelines for System Administrators

Each year in April, Agriculture Teachers are evaluated using their Georgia Agriculture Education Program of Work. Listed below are guidelines to help give clarity to school system administrators while conducting these evaluations.

Each teacher has an email and password that is connected to the Georgia Ag Education Website. This gives them access to the Program of Work and other Ag Ed and FFA related items. The website is <https://georgiaffa.org/>

Once the teacher is logged on, they should navigate to teacher reports, POW. Once this opens, you will see that there is a POW side (left) where all items should be checked, and an Evaluation side (right) where no items should be checked. It is the evaluation side that will be used.

You and the teacher should go item by item and put a check mark alongside those standards that the teacher “met” during the school year.

Once the evaluation is completed, click save. You should then print this document off so that the teacher and administrator can sign. Please scan and send a signed copy to your respective Ag Education Region Director. If there are standards that were not met, please include an explanation as to why. This is for items that are indicated by the Region Office as well as those that the teacher shows proof of.

North Region – Stan Mitchell – smitchell@doe.k12.ga.us

Central Region – Chris Corzine – ccorzine@doe.k12.ga.us

South Region – Stacey Beacham – sbeacham@doe.k12.ga.us

Listed on the next pages is a short explanation of each of the POW items (standards) and what is required. They are listed by Middle School, High School, and Young Farmer since each have a few differences. Some of these items are monitored by the region office and will be sent to the teacher indicating whether the standard has been met or not. These items are highlighted below. Those that are not highlighted are items that the teacher/system is responsible for presenting supporting information of meeting that item (standard).

Middle School POW

Item 1 – The teacher should show proof of a valid certificate. This can be hard copy or pulled up on GaPSC

Item 2 – The teacher should indicate if any school responsibilities hinder the work of Ag Education.

Item 3 – Teacher will agree or disagree

Item 4 – Teacher should show paid receipt of membership (proof will also come from region office)

Item 5, 6, 7 – Proof of these will come from the Region Office

Item 8 – The teacher should provide proof (sign-in, minutes) of these meetings

Item 9 – Proof of this will come from the Region Office

Item 10 – Teacher should show proof of attendance or proof of enrollment in a current PLU class in CTAERN. Enrollment in an advanced degree program can be used one year.

Item 11, 12 – Teacher/System will know courses offered and if they are approved.

Item 13, 14, 15, 16, 17 – The teacher should show proof of course calendar, lesson plans and show where FFA and Leadership instruction is being taught in the courses. Student grades can be an additional way to show proof.

Item 18, 19, -- The teacher should provide proof of student SAE and record keeping system. This should be a student's completed record book and not a blank "this is the one we use". A grading system for SAE is another point of proof of these items.

Item 20 – Teacher should show proof of SAE visitation through monthly reports

Item 21 – Proof of this will come from the Region Office

Item 22 – System and Teacher will be able to verify

Item 23, 24, 25 – Proof of this will come from the Region Office

Item 26 – The teacher should provide evidence of meetings (sign in sheet, agenda, etc)

Item 27—The teacher should provide proof of activities.

Item 28 – The teacher should provide proof of activities.

Item 29 – Proof will come from the Region Office

Item 30 – The teacher should provide proof of a banquet/awards program (program, etc)

Item 31, 32, 33 – Proof will come from the Region Office.

Item 34-47 – The teacher/system will provide evidence of these

High School POW

Item 1 – The teacher should show proof of a valid certificate. This can be hard copy or pulled up on GaPSC

Item 2 – The teacher should indicate if any school responsibilities hinder the work of Ag Education.

Item 3 – Proof of these will come from the Region Office

Item 4, 5, 6, 7 – Proof of these will come from the Region Office

Item 8 – The teacher should provide proof (sign-in, minutes) of these meetings

Item 9 – Proof of this will come from the Region Office

Item 10 – Teacher should show proof of attendance or proof of enrollment in a current PLU class in CTAERN. Enrollment in an advanced degree program can be used one year.

Item 11, 12 – Teacher/System will know courses offered and if they are approved.

Item 13, 14, 15, 16, 17 – The teacher should show proof of course calendar, lesson plans and show where FFA and Leadership instruction is being taught in the courses. Student grades can be an additional way to show proof.

Item 18, 19, -- The teacher should provide proof of student SAE and record keeping system. This should be a student's completed record book and not a blank "this is the one we use". A grading system for SAE is another point of proof of these items.

Item 20 – Teacher should show proof of SAE visitation through monthly reports

Item 21 – Proof of this will come from the Region Office

Item 22 – System and Teacher will be able to verify

Item 23, 24, 25 – Proof of this will come from the Region Office

Item 26 – The teacher should provide evidence of meetings (sign in sheet, agenda, etc)

Item 27—The teacher should provide proof of activities.

Item 28 – The teacher should provide proof of activities.

Item 29, 30 – Proof will come from the Region Office

Item 31 – The teacher should provide proof of a banquet/awards

Item 32, 33, 34 – Proof will come from the Region Office

Item 35-48 – The teacher/system will provide evidence of these

Young Farmer POW

Item 1 – The teacher should indicate if any school responsibilities hinder the work of Ag Education

Item 2 – Teacher should show paid receipt of membership (proof will also come from Region/State YF office).

Item 3, 4, 5 – Proof of these will come from the Region/State YF Office

Item 6 – The teacher should provide a list (minimum of 75) of potential enrollees. This list should include name, address, and other identifiable information (occupation, etc)

Item 7 – The teacher should provide proof of the instrument used to gather participant input.

Item 8 – This will always be a yes.

Item 10, 11 – Teacher should show proof of budget and property inventory.

Item 12, 13 – The teacher and system will verify.

Item 14 – Proof will come from the Region/ State YF Office

Item 15 – The teacher/system will verify.

Item 16 – The teacher will provide proof.

Item 17 – The teacher/system will verify.

Item 18 – The teacher should show proof of a valid certificate. This can be hard copy or pulled up on GaPSC

Item 19 – The teacher/system will verify.

Item 20 – Proof will come from the Region/ State YF Office.

Item 21,22 – The teacher will provide proof of technical training and pesticide license.

Item 23 - Proof of these will come from the Region/ State YF Office

Item 24 – The teacher will provide proof of participation with the local Ag Education Department

Item 25 – The teacher will provide the weekly itinerary.

Item 26, 27, 28, 29, 30 – The teacher will provide proof of 20 meetings showing a sign in sheet, class topic and agenda.

Item 31 – Teacher will provide proof using monthly reports. This can be hard copy or pulled online.

Item 32 – Proof will come from the Region/ State YF Office

Item 33 – The teacher/system will verify.

Item 34, 35, 36 – The teacher should provide proof of student SAE and record keeping system. This should be a student’s completed record book and not a blank “this is the one we use”. A grading system for SAE is another point of proof of these items.

Item 37 – The teacher should provide proof that students are on the FFA roster.

Item 38 – Proof will come from the Region/ State YF Office

Item 39 – The teacher should provide proof of the chapter meetings including sign-in sheet, agenda, and minutes.

Item 40, 41, 42, 43, 44 – Proof will come from the Region/ State YF Office

Item 45, 46 – The teacher will provide proof of an Ag Awareness Activity and local awards banquet.

Item 47, 48 – Proof will come from the Region/ State YF Office

Item 49 – The teacher should provide proof of Advisory Council meetings. Sign-in sheet, agenda, etc

Item 50—Proof will come from the Region/ State YF Office

Item 51 – Proof of monthly report submission will come from the Region/ State YF Office