CASE Coordinator (Contract Position)

The National Council for Agricultural Education seeks an individual to serve in a substantial contract role supporting curriculum development, professional development coordination, and pre-service coordination for the CASE 4 Learning initiative. This position will manage curriculum and professional development projects across agricultural education career clusters, with an emphasis on technical skills, applied technologies, and emerging technologies used in agricultural education. Responsibilities include curriculum revisions, assessment development, instructional resource updates, host communication, facilitator coordination, reporting, and support for both virtual and in-person professional development. The position is best suited for a contractor with the professional capacity to make this work a primary commitment throughout the contract period.

The successful candidate will make this contract a primary professional commitment and revise curriculum in accordance with CASE 4 Learning pedagogical design protocols, while collaborating with other coordinators and team members to maintain instructional quality and improve professional development experiences. Duties include reviewing and implementing curriculum revisions, coordinating professional development programs, updating instructional materials, publishing instructional help videos, and managing professional development resources and online learning platforms.

The ideal candidate will have first-hand experience with CASE Institutes, be well versed in agricultural education career clusters, technical skills, and technologies, demonstrate strong organizational and communication skills, and be able to work independently while managing multiple projects and event responsibilities simultaneously.

Qualifications:

Education: B.A. or B.S. required; Master's Degree preferred. The degree must be in agricultural education or another education field associated with career and technical education.

Equipment: The contractor is responsible for office space, including a computer operating Windows with Microsoft 365 software, printing, internet, and phone.

Experience: A minimum of 3 years of experience as an agriculture teacher or teacher in another career and technical education field. Experience in teacher professional development is preferred.

Background Knowledge: A successful candidate is expected to know or be able to learn the following:

- Broad knowledge of agricultural education career clusters, including technical skills, technologies, and industry applications across multiple agricultural pathways
- Inquiry-based teaching methodology
- Project- and problem-based instructional strategies
- Curriculum design, including scaffolding of concepts, standards-based instruction, assessment, experiential learning, and selection of appropriate instructional resources

Skills: The contractor will be responsible for updating CASE curriculum and supporting teachers using it. Therefore, a successful candidate must possess the ability to:

- Write efficiently to meet deadlines
- Navigate essential computer software, including Microsoft Word, Excel, and PowerPoint
- Utilize Google Workspace, project management software (Smartsheet), and databases (FileMaker) to complete assigned deliverables
- Work in both virtual and in-person collaborative environments
- Possess strong written communication and attention to detail
- Facilitate large and small professional development events for adult learners

Contract Details:

Contract Period:	The initial contract is anticipated to begin in mid 2027 and continue through December 31, 2027, with the potential for annual contractual renewal based on organizational needs, available funding, and the quality of deliverables. **The individual selected for this contract will be expected to attend an onboarding session the first week of May**.
Professional Commitment:	This contract represents a substantial and ongoing professional commitment. The successful contractor must have sufficient availability and flexibility to consistently complete assigned deliverables, participate in scheduled CASE team activities, support professional development events, travel when required, and respond to project needs throughout the contract period. While the contractor may maintain other professional activities, applicants should carefully consider whether other employment or contractual commitments would allow them to meet the scope, availability, travel, and responsiveness expected of this position. This opportunity is best suited for an individual for whom this contract can serve as a primary professional commitment.
Compensation:	Compensation will be based on the contractor's experience. The contract recipient will invoice for deliverables at a negotiated compensation rate. Compensation is a cash payment and does not include tax withholding or employee benefits. The contractor is responsible for all applicable tax obligations associated with independent contractor status.
Application Material Requirements	• Letter of Application • Resume or Education Vita • Example lesson developed for an agricultural education course that incorporates technical skills or applied technologies • List of three references and their contact information, including phone and email
How to Apply:	Send application materials to Carl Aakre at carl.aakre@case4learning.org. Applications will be reviewed on a rolling basis and accepted until the contract is filled. You will be notified once the materials are received, and further information will be provided regarding the selection process. If you have questions about the application process, scope of work, or compensation, please contact Carl Aakre, CASE 4 Learning Director, at 218-234-0291 or carl.aakre@case4learning.org.

Contract Compensation and Deliverables

The contract recipient will invoice for deliverables at a negotiated compensation rate. Compensation is a cash payment and does not include tax withholding or employee benefits. The contractor is responsible for all applicable tax obligations associated with independent contractor status.

Pre-service Institute Coordination and Implementation
• Assist current and new pre-service programs with CASE Implementation
• Manage and coordinate Pre-Service activity and programming
• Monitor and communicate Pre-Service registration numbers to stakeholders
• Update Pre-Service procedures as needed
• Invoice Pre-Service programs for services
• Collect and file Lead Teacher Finalization and Reimbursement Forms
• Request Payments and Reimbursements for Lead Teachers
• Report summarizing Pre-Service CASE Institute data
• Update online support materials for pre-service and new teachers

Agricultural Education Curriculum
• Review assigned curriculum for inconsistencies, clarity, and technological/industry changes
• Update assigned curriculum for material changes
• Revise assigned curriculum based on teacher feedback
• Review and update course assessments

- Align curriculum to updated educational and industry standards

Professional Development Coordination

- Update professional development planning documents for event hosts and facilitators
- Review expectations, planning documents, and budgets with professional development hosts, preservice instructors, and facilitators
- Point of contact for facilitators and hosts before, during, and after the assigned professional development events
- Review event surveys
- Meet with the host and facilitators after the event to review survey data
- Improve professional development plan and curriculum as needed based on feedback

Program Planning and Promotion

Planning

- Attend CASE Team meetings and retreat to plan curriculum and professional development programming
- Report on completed work to Advisory Committee

Promotion

- Attend agricultural education events such as National FFA Convention, NAAE Convention, and ACTE Vision to promote CASE
- Prepare and present or co-present up to 2 workshops (1 NFFA, 1 ACTE/NAAE)
- Attend additional events as agreed upon with CASE Director

Marketing materials

- Assist in updating marketing assets and website information for the assigned curricular areas
- Develop workshop packages promoting assigned CASE curricular areas

Support Services

- Answer questions from stakeholders related to CASE curriculum and professional development
- Assist current and prospective teachers, administrators, and hosts in implementing CASE curriculum and professional development