

Job Title: Farm Labor Contractor Trainer

Reports To: Director / Program Coordinator, Training Institute

Department: Training Institute

Location: State Center Community College District – Herndon Campus or designated training site

Employment Type: Part-Time / Hourly (Not to Exceed)

Wage Rate: \$50.28–\$55.86 per hour (Trainer Level V–VI, depending on experience and DLSE subject approval)

POSITION SUMMARY:

The State Center Community College District’s Training Institute is seeking a qualified and bilingual (preferred) **Farm Labor Contractor Trainer** to deliver continuing education training required for Farm Labor Contractor (FLC) license renewal. The trainer will instruct participants on key compliance topics as mandated by California’s Division of Labor Standards Enforcement (DLSE). These trainings serve agricultural business owners, managers, and FLCs across California and are held in both English and Spanish. The ideal candidate will have **a minimum of 4 years of experience** in agriculture, workforce compliance, business, or adult education settings. Instructional assignments and employment are contingent upon **DLSE trainer approval** for the specific subject areas taught.

KEY RESPONSIBILITIES:

Instructional Delivery

- Deliver DLSE-approved continuing education courses to licensed Farm Labor Contractors and their representatives.
- Teach one or more of the following required DLSE topics, subject to approval:
 - Farm Labor Contractor Requirements
 - Wage and Hour Rules – Federal
 - Wage and Hour Rules – State
 - Cal/OSHA and General Safety Requirements
 - Heat Illness Prevention
 - Pesticide Safety Rules
 - Transportation of Workers
 - Housing Requirements
 - Workers’ Compensation
 - Unemployment Insurance (UI) and State Disability Insurance (SDI)
 - Agricultural Labor Relations Act
 - Prevention of Harassment in the Workplace
- Use interactive teaching strategies to help participants understand complex regulatory topics and how they apply in real-world agricultural labor settings.

Curriculum & Materials Preparation

- Review and utilize Training Institute prepared DLSE-compliant instructional materials, handouts, and assessments for assigned subject areas.
- Ensure training content is up to date with the most recent laws, regulations, and best practices.
- Discuss real-world examples and/or scenarios during class to reinforce the area of training focus.
- Assist in customizing delivery for public sessions or employer-specific groups.

Student Support

- Provide clear instructions and clarification on regulatory requirements affecting farm labor operations.

- Answer questions related to the real-life application of rules and ensure attendees understand compliance standards necessary for licensure renewal.
- Monitor attendance as required by DLSE standards.

Program Compliance & Reporting

- Maintain accurate training documentation as required by the Training Institute and DLSE.
- Coordinate with administrative staff to ensure proper issuance of FLC training certificates and compliance with DLSE recordkeeping standards.

Professionalism & Collaboration

- Attend instructional planning sessions and Training Institute meetings as scheduled.
- Represent the Training Institute professionally in dealings with the agricultural industry, public, and regulatory agencies.
- Contribute to improving and expanding the FLC program through feedback and subject matter expertise.

MINIMUM QUALIFICATIONS:

- **Experience:** Minimum **4 years** of verifiable experience in agriculture, compliance training, human resources, business management, or adult education.
- **Education:** High school diploma or equivalent required. An associate's or bachelor's degree in Agriculture, Business, Industrial Relations, or a related field is preferred.
- **Licensure/Certification:**
 - Must obtain **DLSE Trainer Approval** for one or more of the required subject areas before delivering instruction.
 - Completion of DLSE's Train-the-Trainer session (if required) must be documented.
- **Language:** Bilingual Spanish/English strongly preferred due to the demographics of FLC participants.
- **Instructional Experience:** Prior experience delivering training or education in workforce development, compliance, or agriculture-related subjects is preferred.

REQUIRED SKILLS AND ABILITIES:

- Knowledge of labor laws, safety standards, and compliance issues affecting agricultural employers.
- Ability to explain complex regulatory material clearly, in a culturally responsive and engaging manner.
- Strong public speaking and facilitation skills, especially with diverse adult learners.
- Experience with training documentation and classroom recordkeeping.
- Proficiency with digital presentation tools (e.g., PowerPoint, Zoom, online LMS platforms) is a plus.

OTHER REQUIREMENTS:

- Must be available for flexible scheduling, including online and in-person weekday and weekend classes.
- Must pass a background check per SCCCD policy.
- Must remain in good standing with DLSE as an approved trainer during employment.

TRAINER LEVEL PLACEMENT (V–VI):

Trainer level and hourly rate will be determined based on:

- DLSE subject approvals held
- Years of professional and instructional experience

- Bilingual capability
- Teaching effectiveness and familiarity with Central California's agricultural industry

TO APPLY (Continuous Pool)

The Training Institute accepts applications **continuously** to build a pool of qualified Farm Labor Contractor (FLC) continuing education trainers. Candidates who **meet the minimum qualifications**, evaluated on their submitted resume and cover letter, will be **selected for an interview** and may be asked to deliver a brief teaching demonstration.

Submit the following to:

- frank.nunez@scccd.edu
- rebecca.gary@scccd.edu

Required application materials:

- **Resume**
- **Cover letter** detailing relevant experience, subject-matter expertise, languages (if bilingual), and DLSE subject areas you seek to teach
- **Applicable credentials** (e.g., certifications, licenses)