

**CROWDER COLLEGE
POSITION DESCRIPTION**

Status: FT, 10 months,	Title AGRICULTURE INSTRUCTOR
Revised: 1/27/12	Department AGRICULTURE
Level: Faculty	IPEDS FACULTY
FLSA: Exempt	Reports to AGRICULTURE DIVISION CHAIR

POSITION SUMMARY

Teach agronomy and horticulture courses as assigned by the division chair and in keeping with the guidelines listed below. Assignments may include all delivery methods (traditional, online, ITV and hybrid) and on any of the Crowder instructional sites (Neosho, Cassville, Webb City, Nevada). These may include, but are not limited to Crop Science, Soil Science, Forage Crops, Grain Crops, Agricultural Waste Management, Feeds and Nutrition, Ag Chemicals, Ag Career Development, General Horticulture, Floriculture, Greenhouse Management and Landscape Design/ Nursery Management. Advise students as needed.

MAJOR FUNCTIONS

1. Teach a regular load of 15 hours per semester as assigned by the Division Chair.
2. Advise students as needed.
3. Maintain regular office hours. Generally, that would include 8-10 hours total per week with times in both mornings and afternoons.
4. Aid with planning and implementation of Travel Seminars
5. Must be active with Division student organizations: Aggie Club, PAS.
6. Aid with planning and implementation of Travel Seminars
7. Be willing and able to assist with farm supervision in the absence of the farm manager.
8. Oversee assigned Career Development Events during Aggie Day
9. Manage and operate the greenhouse and outdoor agronomy lab.
10. Actively serve on institutional committees as needed.

Learning is the key to human growth and development. The primary function of faculty members at Crowder College is to help Crowder students maximize their learning. In order to help our students be better learners, faculty members are expected to:

11. Devote full time and energy to maximize student learning outcomes.
12. Continue learning through professional development activities.
13. Develop teaching methods for all modes of delivery.
14. Be role models for learning behavior.
15. Include students in all facets of instruction, guidance, and academic association.
16. Maintain confidential relationships with respect to student information.
17. Respect student thought.
18. Select appropriate texts and other course materials in conjunction with the appropriate division chair. Selection of materials should be reported to the bookstore by the prescribed deadlines.
19. Adhere to student abilities and competencies listed in the institutional syllabus of courses taught.
20. Develop and distribute course syllabi based on the institutional syllabi. Copies should be submitted to division chairs and dean each semester.
21. Return evaluated student exams and papers in a timely fashion.
22. Develop and utilize assessment instruments in conjunction with department, division, and college assessment goals.
23. Maintain grades and class status information.
24. Submit required reports by deadlines.

25. Meet classes at the listed times.
26. Actively support college activities.
27. Conduct student evaluations in conjunction with other performance measures.
28. Do faculty evaluations within prescribed guidelines.
29. Perform departmental and divisional responsibilities.
30. Must attend graduation ceremonies
31. Be willing to learn how to teach courses online

KNOWLEDGE AND CRITICAL SKILLS/EXPERTISE

1. Master's degree required with a minimum of 18 hours of upper division courses in an agricultural area.. Preference will be given to those whose emphasis is in the areas mentioned above.
2. Experience in teaching or business with college teaching preferred. Preference will be given to those with teaching experience at the college or high school level. Online teaching is a plus. Knowledge of the community college setting preferred.
3. Excellent communication and interpersonal skills.
4. Ability to plan, organize, and implement responsibilities effectively.
5. Ability to establish and maintain positive working relationships with students, other professionals, staff, and the public.
6. The applicant needs to be knowledgeable in Microsoft Office and Windows. Working knowledge of Blackboard and Smartboard technology is a plus.
7. A back ground in bio-fuels would be an asset.
8. Exhibit good leadership skills

EQUIPMENT/SOFTWARE

Information Technology Abilities required.

- Ability to operate a personal computer using the Windows environment.
- Ability to understand operating a personal computer within the Crowder College Network environment.
- Ability to use E-mail.
- Ability to perform basic Jenzabar functions.
- Ability to perform basic word processing using MS Word.
- Ability to perform basic spreadsheet functions using MS Excel
- Ability to perform basic presentation functions using MS PowerPoint

POSITIONS SUPERVISED

None

WORKING CONDITIONS

1. Generally indoors in a normal office environment with minimal exposure to temperature changes, noise, dust or chemicals.
2. Normal college working hours but adjustment of hours involving evening and/or weekend work may be required from time to time. May include overnight travel with student groups.
3. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
4. A neat appearance and appropriate businesslike apparel are required.
5. Working environment will include assisting with the School Farm.

PHYSICAL DEMANDS

1. Generally sedentary work involving sitting most of the time but will involve mobility within the campus and various sites.
2. Input, access and distribute information using computers.
3. While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle or feel; reach with hands and arms' stoop, kneel, or crouch; and talk or hear. Specific vision abilities required by this job include close vision.
4. Able to perform common duties related to farm animal care and crop production. Operate a tractor and pickup, feed and water livestock, operate common farm equipment.

5. Able to keep pace with students during conferences and travel seminars.
6. Able to work in the environs of a greenhouse and agronomy laboratory.

CREATIVE AND ANALYTICAL SKILLS

1. Ability to define problems, collect data, establish facts, and draw valid conclusions.
2. Ability to devise or modify methods or processes to solve specific problems.

LANGUAGE/COMMUNICATIONS SKILLS

1. Ability to communicate effectively with a variety of people, including staff, students and the general public, in both written and oral mediums.