

## POSITION DESCRIPTION

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**JOB TITLE:** AGRICULTURE INSTRUCTOR

**DEPARTMENT:** AGRICULTURE

**DIVISION:** ACADEMIC AFFAIRS

**SALARY RANGE:** COMMENSURATE WITH EDUCATION AND EXPERIENCE

**FLSA:** EXEMPT

**IMMEDIATE SUPERVISOR:** AGRICULTURE DIVISION CHAIR

**SCHEDULE DETAILS:** FULL-TIME/10- MONTH POSITION/PUBLIC SCHOOL RETIREMENT SYSTEM OF MISSOURI

**DATE OF LATEST REVIEW/REVISIONS:** May 31,2024

### 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 flex) and on any of the Crowder instructional sites (Neosho, McDonald County, Cassville, Webb City, Nevada). These may include, but are not limited to Crop Science, Soil Science, Forage Crops, Grain Crops, Agriculture Mechanics, Feeds and Nutrition, Ag Chemicals, Greenhouse Management and Landscape Design/ Nursery Management, Horticulture, Ag Mechanics or courses as assigned by the division chair. Advise students as needed.

### Essential Job Duties

The primary function of faculty members at Crowder College is to help Crowder students maximize their learning. Duties include those related to curriculum, instruction, student advisement, professional enrichment, institutional service and other tasks associated with full-time faculty, which may include evenings and weekends. Delivery methods may include traditional, online, or flex. Travel to other instructional sites may be required. Learning is the key to human growth and development. In order to help our students be better learners, faculty members in general are expected to:

- Teach a regular load of 15 hours per semester as assigned by the Division Chair.
- Advise students as needed.
- Maintain regular office hours. Generally, that would include 8-10 hours total per week with times in both mornings and afternoons.
- Must be active with Division student organizations: Aggie Club, PAS, Collegiate Farm Bureau.
- Aid with planning and implementation of Travel Seminars
- Be willing and able to assist with farm supervision in the absence of the farm manager.
- Oversee assigned Career Development Events during Aggie Day
- Manage and operate the greenhouse and outdoor agronomy lab.
- Actively serve on institutional committees as needed.
- Devote full time and energy to maximize student learning outcomes.
- Continue learning through professional development activities.
- Develop teaching methods for all modes of delivery.
- Be role models for learning behavior.
- Include students in all facets of instruction, guidance, and academic association.
- Maintain confidential relationships with respect to student information.
- Respect student thought.
- 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.

- Adhere to student abilities and competencies listed in the institutional syllabus of courses taught.
- Develop and distribute course syllabi based on the institutional syllabi. Copies should be submitted to Division Chairs and AVP/VP each semester.
- Return evaluated student exams and papers in a timely fashion.
- Develop and utilize assessment instruments in conjunction with department, division, and college assessment goals.
- Maintain grades and class status information.
- Submit required reports by deadlines.
- Meet classes at the listed times.
- Actively support college activities.
- Conduct student evaluations in conjunction with other performance measures.
- Do faculty evaluations within prescribed guidelines.
- Perform departmental and divisional responsibilities.
- Must attend graduation ceremonies
- Be willing to learn how to teach courses online

### **Required Knowledge, Skills & Abilities**

- Master's degree required in Agriculture or closely related field **OR** 18 hours of upper division courses in an agriculture area
- Willingness to teach or learn to teach on-line.
- Excellent communication and interpersonal skills.
- Ability to plan, organize, and implement responsibilities effectively.
- Ability to establish and maintain positive working relationships with students, other professionals, staff, and the public.

### **Preferred Knowledge, Skills & Abilities**

- Three years teaching experience preferred.
- Experience in development of materials and media for online learning
- Knowledge of a learning management system (such as Canvas)
- Preferential consideration will be given to individuals holding credentials to teach agriculture

### **Equipment/Software**

- Information Technology Abilities required:
  - a. Ability to operate a personal computer using the Windows environment.
  - b. Ability to understand operating a personal computer within the Crowder College Network environment.
  - c. Ability to use E-mail.
  - d. Ability to perform basic student database (Jenzabar) functions.
  - e. Ability to perform basic word processing using MS Word.
  - f. Ability to perform basic spreadsheet functions using MS Excel
  - g. Ability to perform basic presentation functions using MS PowerPoint
  - h. Ability to use Canvas

### **Positions Supervised**

Work-Study Students

### **Working Environment**

- Generally indoors in a normal office/classroom/lab environment with moderate exposure to temperature changes, noise, dust and/or chemicals.
- Normal college working hours but adjustment of hours involving evening and/or weekend work may be required from time to time.
- 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.
- A neat appearance and appropriate businesslike apparel are required.

### **Physical**

- Requires mobility within the campus and various sites, light lifting, and physical activities on a daily basis.
- Input, access and distribute information using computers.
- While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to 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.

### **Creative and Analytical Skills**

- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to devise or modify methods or processes to solve specific problems.
- Ability to plan, develop and implement necessary curriculum.

### **Language/Communication Skills**

- Ability to communicate effectively with a variety of people, including staff, students and the general public, in both written and oral mediums.
- Ability to interact with a broad range of people both on and off campus in a positive manner.

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