

POSITION DESCRIPTION

JOB TITLE: VETERINARY TECHNOLOGY, DVM INSTRUCTOR

DEPARTMENT: VETERINARY TECHNOLOGY

DIVISION: AGRICULTURE

SALARY RANGE: COMMENSURATE WITH EDUCATION AND EXPERIENCE

FLSA: EXEMPT

IMMEDIATE SUPERVISOR: VETERINARY TECHNOLOGY PROGRAM DIRECTOR

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

DATE OF LATEST REVIEW/REVISIONS: JANUARY 2024

What we are looking for:

At Crowder College, our mission is to build a civil, serving, literate, learning community of responsible citizens. We are committed to providing a high-quality education that prepares students for lifelong learning and meaningful careers. As we expand our reach and impact, we seek passionate and dedicated individuals who share our commitment to student success and embody our values. We are looking for team players who are innovative, student-centered, and eager to contribute to a dynamic learning environment. If you are driven to make a meaningful difference in the lives of students and the community, we invite you to join us at Crowder College.

Crowder College is looking to hire a veterinarian passionate about educating and instructing the next generation of veterinary technicians. The program veterinarian will utilize their clinical experience and educational knowledge to provide primary instruction to students in classroom and laboratory settings. This individual must demonstrate effective teaching practices using a multi-modal approach to learning by utilizing relevant and current instruction methodologies. Prompt and consistent evaluation of student progress and maintenance of accurate student enrollment, attendance, and achievement records are required. Clinical and laboratory work may necessitate performing minor clinical procedures (including elective surgical procedures) and overseeing clinical operations.

Essential Job Duties

Some of the duties listed below will vary depending on the need(s) of the college. Priorities Include:

- Responsible for working closely with the Program Director to organize continuous program review and development processes that ensure program effectiveness
- Assist in developing and modifying the curriculum as needed to include the initial development of the veterinary technology program.
- Actively support efforts to achieve and maintain full accreditation with the AVMA.
- Teach veterinary technology courses and laboratories, **keeping material presented current and representative of the best practice of veterinary medicine.** Prepares and provides lectures, laboratory, and clinical experiences according to the curriculum for the courses assigned.
- Develop and revise course syllabi and instruction materials to be reflective of current and modern veterinary medical practice
- Provides academic assistance opportunities through regularly scheduled office hours and by appointment.
- Serve on the class selection committee for the Veterinary Technology Program applicant pool.

- Serve on college committees such as the Program Advisory Committee and Institutional Animal Care and Use Committee and assist the Program Director in coordinating committee activities when appropriate. Ensuring IACUC protocols are accurate, up-to-date, and being utilized.
- Assist in planning budgets and utilizing monies efficiently for the program.
- Assist the Program Director in promoting effective business relations with veterinarians, veterinary licensing boards, veterinary and veterinary technician associations, animal shelters, equipment and industry suppliers, and local merchants.
- Assist in the preparation of program class schedules when required.
- Participate in the planning process to assist the College in effectively fulfilling its mission and goals, including recruitment and retention efforts.
- Maintain appropriate documents, records, and files according to State Board and College policies and procedures, accrediting agencies, and regulating boards.
- Evaluate and provide medical treatment for Vet Tech Program animals as necessary, including performing routine surgeries such as castration, ovariectomy, and dental procedures.
- Be available 24 hours a day during the week and on weekends to provide necessary emergency care for Vet Tech Program animals or arrange for another veterinarian to cover emergencies in your absence. (True emergencies are uncommon, but reports of illnesses and other kennel issues are regular. Issues can often be handled by phone.)
- Serve on Crowder College committees outside of the Agriculture Division as assigned.
- Co-advise Aggie Club and be a secondary advisor for SCNAVTA (Vet Tech Club.)
- Work to prepare for and aid in the implementation or attend the following: the Roughrider Scholarship Rodeo, Newton County Fair, FFA Vet Science Contest, Vet Tech Program Dog Wash, Barkfest event, and all catering and other fund-raising events, most of which will be held nights and weekends.
- Coordinate contests as assigned for Aggie Day, including the FFA Speaking Contest.
- Attend all division meetings and other meetings required for faculty, including Focus Friday sessions held on Friday afternoons twice each semester.
- Ensure that the controlled substance log and other log books and medical records are current and accurate.
- Utilize AviMark Veterinary software to manage patient information.
- Evaluate VTNE exam results and examine and revise curriculum in perceived areas of weakness.
- Provide academic advisement for Vet Tech, Pre-Vet Tech, and Pre-Veterinary Medicine students.
- Maintains open and timely communication with the Program Director on all issues and matters related to the program and students. Perform other duties as requested by the Program Director.

Knowledge, Skills & Abilities

- Ability to plan, organize, and implement responsibilities effectively.
- Ability to establish and maintain positive working relationships with employees, students, other professionals, and the public.
- Information Technology abilities required:
 - Ability to operate a computer using a Windows environment.
 - Ability to operate a computer within the Crowder College network environment.
 - Ability to utilize all relevant computer programs and systems.
 - Ability to utilize email.
 - Ability to utilize essential Microsoft Office.
- 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 all necessary policies and procedures to ensure that the counseling center follows ethical guidelines.
- Language/Communication Skills:
 - Ability to communicate effectively with various people, including staff, students, other professionals, 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.

Education and Experience

MINIMUM QUALIFICATIONS:

Must be a graduate of an AVMA-accredited program of Veterinary Medicine and Doctor of Veterinary Medicine (DVM or VMD) with active licensure and in good standing with the Missouri Veterinary Medical Board. If the applicant does not have licensure in Missouri, the applicant must be eligible and will be required to obtain licensure in the State of Missouri.

- Must have a current DEA license and MO BNDD license.
- Experience working with credentialed veterinary technicians or technologists in practice.
- Teaching experience preferred with the ability to utilize or learn innovative programs and technologies to deliver coursework

PREFERRED QUALIFICATIONS:

- One year of supervisory, managerial, or mentorship experience in a veterinary medicine-related position
- Experience teaching in a college setting
- Experience in a variety of teaching and evaluation methods and delivery modalities, including multimedia presentation of classroom lectures and laboratory activities

Positions Supervised

- None

Working Environment

- Classroom and lab environment with exposure to noise, dust, and chemicals in the lab setting
- Regular school hours with some adjustment of time if required
- The work environment characteristics described here represent those an employee encounters while performing this job's essential functions. Reasonable accommodations may enable individuals with disabilities to perform essential functions.

Physical

- Ability to work in classroom and lab environments where lifting and mobility are required
- While performing the duties of this job, the employee is 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.
- The conditions herein represent those that an employee must meet to perform the essential functions of this job successfully. Reasonable accommodations may enable individuals with disabilities to perform essential functions.

CROWDER COLLEGE RESERVES THE RIGHT TO MODIFY, INTERPRET, OR APPLY THIS POSITION DESCRIPTION IN ANY WAY THE INSTITUTION DESIRES. THIS POSITION DESCRIPTION IN NO WAY IMPLIES THAT THESE ARE THE ONLY DUTIES, INCLUDING ESSENTIAL JOB DUTIES, TO BE PERFORMED BY THE EMPLOYEE OCCUPYING THIS POSITION. THIS POSITION DESCRIPTION IS NOT AN EMPLOYMENT CONTRACT, IMPLIED OR OTHERWISE. THE EMPLOYMENT RELATIONSHIP REMAINS "AT-WILL." THE AFOREMENTIONED POSITION REQUIREMENTS ARE SUBJECT TO CHANGE TO REASONABLY ACCOMMODATE QUALIFIED INDIVIDUALS WITH A DISABILITY.