Title of Position: Instructor—Horticulture and Agriculture Program Coordinator

Department: Career and Technical Education

Employment Status/Funding Source: Part-time

Function and Philosophy:
To perform instructional and related duties in the College’s educational program.

Organizational Relationship:
Faculty member reports to the Dean of Career and Technical Education, who reports to the Vice President of Instructional Services, who reports to the President of the College. Faculty member supervises student worker(s) as necessary.

Qualifications:
Required:

1. Bachelor’s degree in Agriculture or closely related field
2. Five years Agriculture teaching experience or Five years experience in Agriculture or closely related industry.
3. Commitment to community college mission and philosophy
4. Commitment to student learning
5. Willingness and ability to use technology and innovation in the delivery of instruction,
6. Excellent communication, organization, planning, and presentation skills.

Preferred:

1. Two years community college teaching experience.
2. Master’s degree in Agriculture or related field.

Essential Functions:
1. Perform instructional duties as assigned for appropriate subject area.
2. Prepare or update syllabi as needed for all courses in which the faculty member has instructional responsibilities.
3. Attend and participate in committee meetings, sponsorship of student activities and other College activities as requested and consistent with current collective bargaining agreement.
4. Advise and counsel students consistent with current collective bargaining agreement
5. Prepare reports as requested.
6. Participate in commencement exercises.
7. Recommend textbooks and equipment, which the instructor deems necessary in instructional assignments.
8. Develop appropriate curriculum for instructor’s subject area.
10. Perform program review.
11. Report absences from assigned responsibilities promptly to the Dean.
12. Maintain attendance and grade records and provide these records for review as necessary.
13. Participate in professional development activities both on campus and off-campus as requested and consistent with current
collective bargaining agreement.


15. Plan and implement a program of communication and recruitment with potential interested students in the specific teaching area or vocational program. Be responsible for ensuring adequate enrollment levels in instructor’s instructional program.

16. Maintain an active Program Advisory Committee.

17. Work closely with business and industry and other educational partners to develop and maintain partnerships and to ensure that the program is meeting the needs of business and industry.

Other Functions
1. Provide input to the Dean in the budget process.

2. Assist the appropriate College staff in follow-up activities for graduating or existing Kaskaskia students.

3. Assist the appropriate College staff in the dissemination of information dealing with Kaskaskia’s programs and activities for students and the community.

4. Perform other related duties as assigned consistent with the current collective bargaining agreement.

Supervisory Responsibility:
Supervise student worker(s) as necessary.

Supervisory Controls:
Faculty member is required to work independently with a minimum amount of supervision. Consultation as necessary is available with the Dean/Vice President.

Guidelines:
Faculty member is expected to follow all College policies and procedures as well as all local, state, and federal laws. Faculty member is also expected to adhere to and foster development of Kaskaskia College core values of compassion, honesty, respect, responsibility and fairness.

Personal Relationships:
Depending on the specific teaching and production schedule, faculty member will have daily contact with students and other College employees and will have frequent contact with community.

Physical Demands and Work Environment:
Depending on the faculty member’s load assignment, duties will be performed in either a classroom or laboratory setting or a business and industry environment. Travel within the College district, as well as occasional overnight travel is required as necessary to perform duties of the position and consistent with the current collective bargaining agreement.

Signatures:
By my signature below, I am acknowledging that I have read this job description and understand the requirements of this position.

____________________________  _______________________
Signature of Employee  Date

____________________________________  _______________________
Dean  Date

____________________________________  _______________________
Vice President  Date