



## **Agriculture Business and Industry Instructor**

**Salary:** Commensurate with Experience

**Status:** Full-time 9 months Exempt

**Reports to:** Department Chair for Trades & Technology

### **Summary**

This position's primary responsibility is in the instructional delivery for all aspects of the Agriculture Business and Industry programs at WSC. A major goal of this position is to grow the Agriculture Business and Technology program so it has the capacity to serve as a higher education training and learning center in northwestern North Dakota. This position will involve direct classroom teaching, regular communication with business and industry partners, and may also involve supervision of adjuncts and co-instructors.

### **Mastery of Subject Matter**

- Demonstrate a thorough and accurate knowledge of their field or discipline
- Display an ability to interpret and evaluate the theories of their field or discipline
- Connect their subject matter with related fields
- Stay current in their subject matter through professional development, involvement in professional organizations, and attending professional meetings, conference or workshops
- Fully integrate current technology to enhance teaching and the educational experience where appropriate

### **Responsibilities**

- Lead and administer all aspects of Agriculture curricular offerings including program development, implementation, evaluation, and modification of the Agriculture Business and Industry program; secure program approval at the college and state level; and ensure curricular compliance with institutional, state, and federal guidelines
- Develop effective, contemporary, professional, responsive curriculum and programs to meet area economic and workforce needs
- Collaborate with other North Dakota colleges and universities in planning, delivering and supporting additional coursework and training
- Promote program growth by implementing strategies which maximize student recruitment and retention
- Develop recommended budget for areas of responsibility and monitor allocation of resources

- Participate in resource development and grant writing
- Recruit, select, orient, supervise, evaluate, and develop adjunct and cooperating faculty consistent with college needs, policies, procedures, and negotiated agreements
- Provide leadership to ensure the utilization of a variety of effective and best-practice instructional delivery systems and methodologies, including distance education, in an environment conducive to quality teaching and learning
- Work with the Office for Academic Affairs and college faculty to analyze, coordinate, and recommend class schedules and faculty assignments for program responsibility areas
- Coordinate marketing of programs through preparation of materials for the college catalog, schedule of classes, brochures, radio ads, and press releases. Participate in local radio shows to promote CTE programs
- Plan, coordinate and conduct appropriate meetings for area of responsibility
- Coordinate activities, facilities, and personnel to enhance program effectiveness.
- Serve as an effective member to appointed councils or committees
- Represent the CTE initiative to off-campus community groups, business and industry, agencies, or individuals as assigned
- Provide for effective administration of all related college and district policies.
- Cooperate with local K-12 school districts and consortiums in developing and delivering dual credit/early entry coursework
- Actively recruit upcoming student cohorts from local and regional high schools
- As needed, design and review/revise curriculum with emphasis on student-learning outcomes
- Teach 100 and 200 level courses
- Commit to teaching strategies and methods which enhance student success
- Serve on committees, both internally and externally
- Mentor and advise students
- Engage in professional development activities
- Represent WSC at local, regional, and national conferences
- Hold regular office hours
- Maintain a clean, safe, and accessible classroom and lab space
- Create a system to receive, store, control, and account for grant-based resources and donations to the program
- Maintain current knowledge of issues and concerns within the profession
- Participate in program review, revision and on-going accreditation activities
- Perform other duties as assigned by the department chair, dean or vice president for instruction

### **Minimum Qualifications**

- Bachelor's Degree
- Master's degree preferred
- Teaching experience in industry and/or the college or university level preferred
- Ability to demonstrate innovative approaches to teaching
- Knowledge of and ability to appraise the diverse academic, socioeconomic, cultural and ethnic backgrounds of community college students
- Sensitivity to the needs, problems and challenges associated with the diversity of the community-college student population

- Ability to use technology effectively in the classroom
- Effective oral and written communication skills
- Ability to work cooperatively with others