

**DAWSON COMMUNITY COLLEGE
POSITION DESCRIPTION**

TITLE: Faculty-Animal, Agricultural Science

DEPARTMENT: Academic Transfer

DATE: June 2024

FLSA STATUS: Full-Time, Tenure-Track

SUPERVISION RECEIVED: Dean of Academics

POSITION NUMBER: F99990

SALARY RANGE: \$37,258 - \$76,068

**** WAGES COMMENSURATE WITH EDUCATION & EXPERIENCE ****

SUMMARY OF WORK:

Dawson Community College invites qualified candidates to apply for the full-time position of Instructor within our Agriculture Program. This full-time faculty position is responsible for the overall organization, administration, assessment, course development, and student recruitment of the Agriculture program. In addition, the director is responsible for building workforce relationships and collaborating with local K-12 schools and four-year institutions. This person will serve as the sole, full-time, faculty for the program and will have oversight in the selection and scheduling of agriculture courses. This person demonstrates the academic and professional qualifications and relevant experience in education required for providing effective leadership for the program and students. The Agriculture Instructor will operate on a 9-month contract. Additional hours are possible between the months of June to August (i.e. workshops, workforce courses, etc.).

EMPLOYMENT WITH DAWSON COMMUNITY COLLEGE:

Employees at Dawson Community College are required to demonstrate kindness, respect, integrity, and professionalism for others. We adhere to the highest ethical standards in the fulfillment of our jobs, to honor the College. Employees at DCC hold themselves and each other to a higher threshold of respect and practice respect for the people with whom we work and serve. Respect creates an atmosphere conducive to diversity, equity, inclusivity, and learning.

Professionalism at Dawson Community College includes being mindful of our actions when working with students, colleagues, co-workers, and our community members. Respect for those with whom we share the common purpose of serving students is a paramount value. Professionalism and respect for others are an expected part of all Dawson Community College job performance evaluations.

Employees at Dawson Community College support and promote a positive image of Dawson Community College.

DUTIES AND RESPONSIBILITIES:

- Responsible for the ongoing leadership of the Agriculture Program.
- Develop agriculture courses based on need of the industry.
- Develop a quality hands-on learning lab to support learning and growth in animal science.
- Advise DCC agriculture club(s) and team(s)
- Navigate curriculum development/approval process.
- Recommend and coordinate provisions for textbooks and course/lab materials.
- Review Agriculture Program Curriculum.
- Ensure congruence of program policies and procedures with those of Dawson Community College.
- Follow an Assessment plan as set out by the Dean of Academics.
- Review and revise policies for the program.

- Review and revise program goals/outcomes on an as needed basis.
- Collect and analyze program data; enrollment, graduation rates, employment, etc. – program review.
- Provide administrative support for the program including student advising, recruitment of students, development of class schedules, staffing of adjuncts, and evaluation of instruction.
- Maintain an advising load consistent with the overall number of students in the program.
- Participate in recruitment efforts of the program and work collaboratively with the marketing department to develop needed materials.
- Determine teaching responsibilities considering the various strengths of the program.
- Assist the Dean of Academics in developing and maintaining a listing of qualified adjunct personnel for the program.
- Receive semester course evaluations for each agriculture course. Consult with the Dean of Academics to make appropriate modifications.
- Teach courses in the program and supervise internship experiences.
- Facilitate internships and student observations.
- Provide input into the budget process for the program.
- Work with Dean of Academics to assure adequate resources are available for agriculture students and program.
- Recommend needed equipment and supplies for the program.
- Ensure regular meetings (twice per year) of the faculty and Agriculture Program Advisory Committee to facilitate communication in planning, implementing, and evaluating the curriculum.
- Responsible for making and implementing approved changes as suggested by Advisory Board.
- Represent the Agriculture Program in the community and during campus events, and serve on appropriate committees.
- Maintain communication with students, administration, advisors, faculty, and external partners.
- Perform other related duties as the Dean of Academics may assign within the Academic Department.

Required Knowledge, Skills, and Personal Qualifications:

Have the ability to communicate effectively and build strong relationships with local high schools, industry, and community organizations. Have the motivation and desire to work independently, while also communicating with internal and external partners

Required Experience:

Must have a minimum of three to five (3-5) years of experience in an agriculture-related field or related area as an educator. Experience in a variety of areas of teaching, with experience in educational theory and methodology, instructional design and curriculum development.

Required Educational Background:

Master's Degree in Animal Science, Agriculture or a closely related field from an accredited institution.

Preferred

Ph.D. degree

COMPLETED APPLICATION PACKET MUST INCLUDE:

- Completed Dawson Community College application
- Current resume
- Cover Letter
- Copies of college transcripts (original transcripts required, if hired)
- Three professional references (names, addresses, and phone numbers).

INQUIRIES MAY BE DIRECTED TO:

Human Resources Department
hr@dawson.edu
406-377-9412

This institution is an equal opportunity provider.

The College has reviewed this job description to ensure that essential functions and basic duties have been included. It provides guidelines for job expectations and the employee's ability to perform the position described. It is not an exhaustive list of all functions, responsibilities, skills, and abilities. Supervisors may assign additional functions and requirements. This document does not represent a contract of employment, and the College reserves the right to change this job description and/or assign tasks for the employee to perform, as the College may deem appropriate.

Qualified protected class individuals are encouraged to apply. Dawson Community College must comply with the Immigration Reform and Control Act of 1986. If hired, you will be required to provide documents to show your identity and authorization to work.

Nondiscrimination Policy: Dawson Community College does not discriminate on the basis of creed, race, religion, gender, national origin, age, disability, veteran status, genetic information, pregnancy status, marital status, gender identity or expression, or sexual orientation with respect to access, employment, programs, or services. Employees who engage in such unlawful discrimination will be subject to disciplinary action up to and including discharge.

The College is in compliance with Executive Order 11246; Title VII of the Civil Rights Act of 1964, as amended by the Equal Employment Opportunity Act of 1972; Title IX regulation Implementing Educational Amendments of 1972; Section 504, Rehabilitation Act of 1973; the Americans with Disabilities Act of 1990; the 1991 Civil Rights Act; the Age Discrimination in Employment Act of 1967, as amended; the Vietnam Era Veterans' Readjustment Assistance Act of 1974; Title 49, the Montana Human Rights Act; and all other federal, state, and college rules, laws, regulations, and policies.

Inquiries or complaints concerning any of these matters for students should be brought to the attention of:

Josh Engle, Title IX Coordinator. Telephone: (406) 377-9491. Email: jengle@dawson.edu . Mailing Address: 300 College Drive, Glendive, MT 59330

Virginia Boysun, Registrar, Veteran's Coordinator. Telephone: (406) 377-9404.
Email: vboysun@dawson.edu. Mailing address: 300 College Drive, Glendive, MT 59330.

Dean of Academic Affairs. Telephone: (406) 377-9434. Mailing address: 300 College Drive, Glendive, MT 59330.

DCC's Annual Security Report and Fire Safety Report provides info about reporting crime, crime statistics, crime prevention, alcohol and drug policies, fire statistics, etc., is available

at <https://www.dawson.edu/about/campus-security.html/title/annual-campus-security-and-fire-safety-report>. You may request a paper copy through the President's Office at (406)377-9401.

REVIEWED BY (SUPERVISOR SIGNATURE) _____ DATE: _____

REVIEWED BY (EMPLOYEE SIGNATURE) _____ DATE: _____