

DAWSON COMMUNITY COLLEGE
JOB DESCRIPTION
la2021

POSITION TITLE: Faculty Instructor – Animal Science and Agriculture

DIVISION: Academic Affairs

DEPARTMENT: Transfer

STATUS: Full time, tenure track 12 month faculty

REPORTS TO: Dean of Academics

SUMMARY OF WORK:

Dawson Community College invites qualified candidates to apply for a full time, tenure track faculty position within our Animal Science and Agriculture program. This full time position is responsible for instructing related courses within our transfer and career and technical tracks. Instructional faculty have the important responsibility of creating an innovative learning environment both inside and outside the classroom to inspire success and excellence in student learning.

This full time faculty is responsible for collaboration within our Animal Science and Agriculture programs for program development and improvement, student recruitment and advising, dual enrollment and articulation. This person demonstrates the academic and professional qualifications and relevant experience in education required for providing effective leadership for the program and students in both transfer and career and technical tracks.

EMPLOYMENT WITH DAWSON COMMUNITY COLLEGE:

Employees at Dawson Community College must demonstrate kindness, respect, integrity, professionalism, and caring regard. We adhere to the highest ethical standards in fulfilling our jobs, to honor the College and college policies and procedures and to promote the educational objectives of the institution. Respect creates an atmosphere conducive to learning. Respect, in this sense, is a minimum threshold for our interactions with each other. A higher threshold is a “caring regard” for the people with whom we work.

Professionalism at DCC includes being mindful of our actions when working with students, colleagues, co-workers and our community members. Respect and “caring regard” for those with whom we share the common purpose of serving students is a paramount value. Professionalism and respect for others is an expected part of DCC job performance.

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

DUTIES AND RESPONSIBILITIES:

Ranch lab duties and responsibilities:

- Training, instructing and supervising student labs and committees.
- Demonstrate interest and ability to work closely with livestock, people, follow directions, think and work independently and make sound decisions based upon information.
- Promote a safe and positive work/learning environment
- Monitor and treat herd health.
- Overseeing the herd health and nutritional needs.
- Ensuring daily checks and records are kept.
- Handle livestock in a safe and respectful manner.
- Monitor summer grazing contracts and allotment.
- Summer labs experiences as well as career explorations in agriculture.
- Work with local producers to enhance exposure and learning to the beef cattle industry.
- Establish working committees.

- Setup working lab experiences both on and off location.
- Play a key role in the new equine facility.
- Provide livestock health and nutrition plans for all DCC owned livestock.

Overall Duties and Responsibilities:

- Provide instruction for courses at a variety of times and in a variety of delivery modes (face-to-face, online and Hybrid etc.)
- Explore or enhance programming in the areas of meat science, Veterinary Technician, pre-Veterinary Science and other agricultural programming.
- Teach a variety of animal science/livestock technology/agriculture related courses including, but not limited to: range livestock production, animal reproduction, anatomy & physiology of animals, livestock feeding, animal science, etc.
- Demonstrate a commitment to student engagement, student success, and instructional excellence.
- Maintain access to students through posted office hours and electronic communication
- Participate in student recruitment and community outreach efforts
- Advise students all year in course selection(s), graduation requirements and career pathways
- Maintain current knowledge of effective teaching methodologies and utilize a variety of instructional delivery methods, classroom media, and educational resources
- Review program curriculum and develop/adjust educational courses based upon need and use the Institutional Effectiveness System for appropriate approvals
- Prepare and utilize a course syllabus and assessments for each course using guidelines established by the institution and revise program goals/outcomes on an as needed basis
- Collect and analyze program data; enrollment, graduation rates, employment, etc. for the purpose of program review
- Aid in the development of and update articulation agreements
- Recommend and coordinate provisions for textbooks and course/lab materials
- Receive semester course evaluations for each course and use for course/program assessment and improvement
- Work with high school instructors to offer concurrent and/or dual credit courses within the DCC service area
- Provide assessment data for all classes taught under current assessment model
- Complete curriculum mapping for Animal Science and Agriculture programs
- Advise Collegiate FFA and related clubs.
- Provide administrative support for the program including active student advising, recruitment of students, development of class schedules, staffing of adjuncts, and evaluation of instruction
- Meet regularly with advisory committee for program improvement, potential credential programs, training needs, changes in industry, etc.
- Participate in regular professional development to improve teaching methods, remain current in educational trends, maintain contacts in the field, etc.
- Supervise and facilitate internship experiences, student observations and encourage overall student professional development opportunities
- Work with Dean of Academics to provide input into budget process, assure adequate resources are available and recommend needed equipment and supplies for program
- Represent the College and Department in the community and during campus events; serve on appropriate committees
- Demonstrate a positive and professional relationship with students, colleagues, alumni, administration, and the community
- Ensure congruence of program policies and procedures with those of Dawson Community College

- Ensure compliance with regulatory bodies including but not limited to Board of Trustees, Board of Regents and Northwest Accreditation
- Perform other related duties for the good of the College as assigned by the Dean of Academics
- Fulfill the obligations of a Campus Security Authority (CSA) as defined by the Clery Act. (A Campus Security Authority (CSA) is an individual, who by virtue of their college responsibilities and under the [Clery Act](#), may receive and is required to report any criminal incidents brought to their attention to the Vice President of Academic and Student Affairs so that they may be included and published in the college's Annual Security Report. CSA's are required to complete training on appropriately handling reporting crimes, victim relations and support, and related school policies.)

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the employee.

Reasonable Accommodations Statement

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable Accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Required Educational Background:

- Master's Degree in Animal Science or other directly related field. All coursework must be from an accredited college or university.
- Demonstrated effective communication skills and demonstrated ability to build strong relationships with local high schools, industry, and community organizations.
- Demonstrated ability to work independently, while also communicating with internal and external partners.

Preferred:

- Teaching Experience (either at the college or secondary level).
- Terminal degree in Agricultural Sciences
- Ranch lab teaching experience
- Ranch management experience

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COMPLETED APPLICATION PACKET MUST INCLUDE:

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

Background checks are required prior to employment.

INQUIRIES MAY BE DIRECTED TO:

Human Resources Department
hr@dawson.edu
406-377-9430

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 intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. 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 as well as information to conduct a background check.

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.

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 these matters should be brought to the attention of Leslie Weldon, Human Resource Director, Title IX Coordinator. **Telephone:** (406) 377-9412. **Email:** lweldon@dawson.edu. **Mailing Address:** Leslie Weldon, Title IX Coordinator, 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: _____