 Job Description

Job Title: Agribusiness Technology Faculty/Program Lead

Department: Applied Science and Technology

Date: April 2017 FLSA: Exempt

Position Overview:

The Agribusiness Technology Faculty/Program Lead is a full -time, 9-month faculty position located primarily on the LLP Campus in Polkton, NC. Under the direction of the Department Chair for Business and Public Service Technologies, the Agribusiness Technology Faculty/Program Lead assumes primary responsibility for curriculum and assessment of the Agribusiness Technology program of study within the College of Applied Science and Technology. This individual is an academically qualified faculty who holds degree credentials or other qualifications appropriate to the program. He/she is responsible for coordination of curriculum development and review. He/she ensures that the program contains essential curricular components, has appropriate content and pedagogy, and maintains currency. Job responsibilities of the program lead are considered additional duties beyond those of curriculum faculty.

Required Qualifications:

* Bachelor’s degree in Agribusiness, Agricultural Economics, Agricultural Education or related field
* Ability to communicate effectively both orally and in writing
* Working knowledge/utilization of word processing, spreadsheet, and presentation software applications

Preferred Qualifications:

* Nine (9) months or more of part-time or full-time teaching experience at the post-secondary level
* Previous experience raising funds and/or pursuing grants
* Previous experience with online instruction via a course management system such as Moodle
* Knowledge and/or experience with learning outcomes assessment
* Demonstrated and documented innovation within the field of education and/or technology

Position Expectations:

* Exhibit an uncompromising commitment to SPCC as a learning-centered college through the College’s mission, vision, values, core skills and learning outcomes, and delivery of instruction and services
* Acts as chief advocate for the program and presents a positive image of the program and the college to both internal and external customers
* Leads the recruitment effort for the program and assures that promotional literature is current, accurate, and available
* Raise funds through grants and/or other fund raising options to meet the financial needs of the program
* Assures that all faculty members in the program are assisting with student advising and providing current, accurate information
* Assists the Department Chair in maintaining a roster of qualified adjunct faculty for the program
* Works with the Department Chair in recruitment, orientation, and mentoring of adjunct faculty
* Performs classroom observations of adjunct faculty in the program
* Makes recommendations to the Department Chair and Dean of Applied Science and Technology for curriculum changes
* Leads program faculty in the area of outcomes and assessment as required for SACS‑COC accreditation
* Maintains and updates all master course syllabi specific to the program
* Coordinates the selection of textbooks, library resources, equipment, and supplies to enhance learning and to maintain program currency
* Leads the program’s advisory committee process, program review, and program improvement plans
* Coordinates class scheduling for the program as directed by the Department Chair
* Assists the Department Chair and Dean of Applied Science and Technology in other ways as needed
* Continue professional development for the improvement of self and the program to meet the needs of a learning-centered college
* Maintain current licensure, certification, or other professional credentials required for the position
* Provide accessibility to students and colleagues as expected in a learning-centered college
* Accept teaching assignments, based on the needs of the college, at one or more of the following: L.L. Polk campus (Polkton), Old Charlotte Highway campus (Monroe), in community locations (Anson and/or Union counties), or in a corrections setting (Anson county)
* Accept teaching assignments scheduled during the day, evening, weekends, or online
* Participate in or support the mentoring process, the SPCC Foundation, and grant identification, preparation, implementation, and evaluation
* Perform other duties as assigned by the immediate supervisor, the dean, or the Vice President of Academic Affairs