

**INSTRUCTOR IN AGRICULTURE (TENURE TRACK)**  
**ILLINOIS VALLEY COMMUNITY COLLEGE**

Reports to: Dean, Division of Natural Sciences and Business

**POSITION SUMMARY:**

Illinois Valley Community College is seeking an enthusiastic, flexible and highly energetic person to teach and assess student learning and serve as the Co-Program Coordinator in the discipline of agriculture. This instructor will play a key leadership role in building a strong program, preparing students for transfer to four-year institutions and others for employment in related areas such as animal science, business and precision agriculture, agronomy and cannabis production.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- **Leadership:** Serve as the Agriculture Co-Program Coordinator. Promote the program to internal and external stakeholders, prospective and current students. Represent IVCC within the agriculture community.
- **Learner-centered Teaching:** Teach agriculture courses according to relevant student learning objectives. Regularly assess student learning to continuously improve instruction. Endorse learner-centered scheduling, including evening and Saturday courses, extension courses, and /or distance learning. Ability to teach courses on the main campus, the Ottawa center, and extension sites.
- **Curriculum Development:** Develop and/or revise course(s) in collaboration with colleagues. Propose and develop inter and/or intra-divisional course offerings.
- **Technology:** Integrate instructional technology as appropriate in the discipline of agriculture, including exploration of on-line course delivery and web-based course components.
- **Involvement:** Support IVCC's Student Development activities, and participate in divisional and/or college-wide committees. Participate in institutional and community activities. Assist in recruitment of students. Serve as co-faculty advisor for the IVCC Ag Club student organization, coordinate, promote and participate in related agriculture campus events.
- **Professional Development:** Initiate and maintain active participation in professional development opportunities that encompass the discipline of agriculture and teaching effectiveness.
- **Philosophy:** Continually strive to achieve the college **Mission, Vision and Purposes**, and model the college's **Valued Practices**.

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**MORE SPECIFIC PROGRAM COORDINATOR DUTIES:**

Schedule Development: Determine course offerings to ensure program continuity, consistent with the master schedule as appropriate to the program. Determine faculty course assignments.

Curriculum Management: Develop and implement new courses and programs, ensuring that curriculum is current with changes in the industry and applicable standards. Develop and update catalog course and program descriptions, degree guidelines/guide sheets and course outlines. Determine appropriate textbooks and communicate to dean. Work with transfer coordinator to ensure maximum articulation. Update counseling staff on any occupational opportunities in the field or changes in the program. Work with ITS staff to develop and maintain program web page.

Program Staffing: Assist with recruiting, interviewing, and checking references for adjunct faculty to staff program course sections. Hire and supervise student workers. Assist with justification for hiring new full-time faculty and participate in the hiring of new full-time faculty. Mentor new full-time and adjunct faculty. Communicate potential teaching schedules to adjunct faculty. Assist with monitoring adjunct faculty in teaching required material per the course outline and reviewing the effectiveness of adjunct faculty, including review of student evaluations. Communicate as necessary with adjunct faculty.

Advisory Committees: Recruit advisory council members. Initiate and conduct at least one meeting per year. Facilitate and manage advisory council.

Student Recruitment/Retention: Promote program in the community to recruit students. Analyze enrollment and retention data. Work with Dean to maintain program viability. Work with Community Relations and Marketing to develop marketing strategies. Provide some student advisement, such as determining student waivers.

Budgeting: Seek input from adjunct faculty regarding program needs. Submit budget projections to Dean. Monitor expenditures.

Program Evaluation: Complete necessary documentation and reports for program evaluation as required by the ICCB, IVCC administration, and other accrediting bodies as applicable. Make recommendations for program changes based on evaluation, including plans for program improvement.

**COMPENSATION FOR PROGRAM COORDINATOR DUTIES:**

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Program coordinators will receive 3 hours release time per year or equivalent in overload pay. Per the contract, compensation for summer and additional responsibilities can be proposed to the Dean.

**REQUIREMENTS:**

- Master's degree in Agriculture or a Master's degree in a related discipline with 18 graduate credit hours in Agriculture from an accredited college/university required.
- Teaching experience at the college level in Agriculture preferred, including familiarity with on-line courses.
- Computer knowledge and commitment to the use of new technologies in the classroom.
- Experience with Smart classroom technology.
- Demonstrated commitment to the mission of the community college.