# NORTHEAST TEXAS COMMUNITY COLLEGE
## JOB DESCRIPTION
### Director of Agriculture, Research and Demonstration Farm

**Department:** Department  
**Job Status:** Full Time  
**FLSA Status:** Exempt  
**Reports To:** Associate V.P. for Workforce Development  
**Grade/Level:** Admin/Prof I-H  
**Amount of Travel Required:** As needed  
**Work Schedule:**  
Monday - Thursday 8AM - 6PM  
Friday 8AM - 12PM  
Or as assigned by the supervisor  
**Positions Supervised:** Full-time and part-time faculty  
**Contract Length:** 12 months

### GENERAL STATEMENT OF DUTIES:

Provide leadership for agriculture programs, including development of new initiatives, liaison with high schools and universities, curriculum design, and assisting with management and utilization of the College farm. Sponsor student organizations, recruit and advise students, serve on institutional committees. Perform other responsibilities as appropriate to agriculture and the college.

### MAJOR RESPONSIBILITIES:

#### Administrative
- provide overall leadership to the agriculture program in the development and implementation of the department’s goals and priorities and monitor their achievement
- maintain and modify as needed the semester schedule for agriculture classes and for any continuing education classes
- oversee farm operations, the farm budget, and the farm manager; perform annual review of farm manager following protocols established by the college
- oversee agriculture instructor(s); perform annual review of agriculture instructor(s) following protocols established by the College
- formulate, recommend, and manage annual department budget
- oversee all agriculture facilities, monitor state of condition, and recommend any needed repairs, updates, or additions
- specify and recommend capital equipment when required or necessary to advance instructional goals
- schedule and facilitate advisory committee meetings; ensure that advisory committee members remain active and engaged
- remain abreast of national and state trends in agriculture
- seek external funding when possible through grant writing and other activities

#### Instructional
- teach one course per semester
- recruit students
develop curricula and instructional materials as needed
develop articulation agreements where possible
post and observe a minimum of five (5) office hours per week for purposes of academic advising and student consultation; hold office hours at times that will be most convenient for students; meet with students as needed by appointment

Service to the College
- actively participate in discipline, division and college-wide task forces and committees
- attend scheduled discipline, division and college-wide meetings
- visit high school career education classes, providing program/college information to students and teachers
- perform registration tasks determined in consultation with the division dean
- participate in official graduation ceremonies in full regalia
- perform other duties as determined in consultation with the Associate V.P. for Workforce Development.

Professional growth and development
- contribute to and participate in staff development programs
- establish annual objectives mutually determined with the division dean, including personal and professional growth plans
- maintain relationships with external constituents including the agriculture advisory council; participate in community activities and services

MINIMUM QUALIFICATIONS:

Knowledge, Skills and Abilities
- knowledge of leadership styles and techniques for guiding, motivating, and directing individuals to achieve effective performance
- comprehensive knowledge of and skills in Agriculture courses with the ability to encourage students to use critical thinking and problem-solving; must use flexibility, resourcefulness, and persistence
- organizational and planning skills
- oral and written communication skills to support effective interaction with students, faculty, staff, administrators, and the general public
- computer skills to support preparation of class presentations, tests and handouts, and effective communication with students, faculty, staff, administrators, and the general public
- knowledge of current developments in related fields of specialization with the ability to stay up-to-date on trends in agriculture and related fields
- ability to research information, identify relevant facts, and derive logical conclusions
- ability to identify goals and develop strategic plans for achieving goals
- ability to do the following:
  1. teach lab courses and/or assist with labs
  2. work with a diverse group of students, including special population students
  3. meet deadlines for reports and other required paperwork
  4. use organizational skills to effectively plan work activities, schedules, priorities, and utilization of resources
  5. contribute to the team efforts of the department
6. deal in a fair and courteous manner with a variety of individuals
7. provide feedback, support, and encouragement to students
8. create an atmosphere of mutual trust
9. effectively convey ideas to others in a group or one-on-one situation
10. follow an activity, project, or plan of action from its inception through implementation without losing control or perspective
11. prepare and analyze financial data and information related to departmental and farm budgets
12. assist/tutor students verbally and through comments on assignments
13. contribute and present innovative ideas for new curricula and facilities
14. design and develop marketing tools and strategies such as recruitment materials
15. evaluate employee and student performance
16. perform all the essential functions of this job

Education
• Doctorate in agriculture or related field

Experience
• five years full-time successful teaching experience
• practical experience managing a farm or ranch
• agricultural research experience
• excellent interpersonal and communication skills
• be a team player

Signatures:

_________________________________________  ____________________________
Director of Agriculture                      Date

_________________________________________  ____________________________
Associate V.P. for Workforce Development     Date

_________________________________________  ____________________________
Executive V.P. for Instruction               Date

_________________________________________  ____________________________
President                                    Date