

FORT SCOTT COMMUNITY COLLEGE
Position Description JD01

JOB TITLE: Instructor, John Deere Ag Tech Program

DIVISION/DEPARTMENT: Vocational/Occupational

RESPONSIBLE TO: Dean of Occupational and Technical Programs

MONTHS PER YEAR: 11

HOURS PER WEEK: Exempt

Updated 5-15

CREDENTIALS/EDUCATION:

Two years of agriculture service department experience and Associate Degree, preferably in Ag Diesel, or five years of current agriculture service department experience
Interest in and ability to develop and maintain a program utilizing latest technology
Ability to relate to students
Good written and verbal communication and organizational skills

JOB PURPOSE: Teach and coordinate theory and laboratory classes, consisting of basic fundamentals, diagnosis, repair, and adjustment of engines, electrical, electronics, hydraulics, fuel systems, and air conditioning as applied to John Deere products.

MAJOR DUTIES AND RESPONSIBILITIES:

1. Recruit students to program and coordinate dealership participation
2. Teach assigned classes in keeping with approved course outlines, including updating of course syllabi
3. Be on time for classes and notify the Associate Dean of Vocational/Occupational Education as early as possible of inability to meet class or of an unscheduled absence
4. Maintain office hours as posted for student advisement and assessment
5. Assist with programming and registration of students as assigned by the Associate Dean of Vocational/Occupational Education.
6. Make all required student grade reports on time to the Registrar's office
7. Perform such extra class duties as may be assigned by administration
8. Counsel students as needed, realizing an instructor is many times in the best position for effective guidance
9. Be a good public relations agent, both in the classroom and the community
10. Oversee physical plant, tools and equipment used for this program
11. Travel to dealerships to evaluate students during internship semesters

All job descriptions are subject to revision based on changing needs of the college.