

Job Description
WESTERN OKLAHOMA STATE COLLEGE

Job Title: **Instructional Faculty – Agriculture**

Qualifications

Education: Master's Degree in Agriculture with specialization in Agronomy, Agricultural Business and Economics, Animal Science, Rangeland Management, Agricultural Education, or a closely related field; OR a Master's degree with a minimum of 18 graduate hours in Agriculture or a closely related field

Credentials: Drivers license and acceptable driving record may be required for the instructor; Any other certificates required will be posted on the job posting.

Special Knowledge, Skill, or Ability: Demonstrated instructional and advisement abilities. Must be able to use and demonstrate various equipment, tools, computerized programs, audio-visual equipment etc. within the area of instruction.

Training or Experience Required: Two years of teaching experience, agriculture industry experience, or additional coursework above a Master's Degree is desired.

Reports to: **Division Director**

Performance Expectations: As an instructor, the incumbent has the following: knowledge of agriculture sciences; cares for and effectively assists students with special concerns; establishes syllabi with effective instructional objectives; encourages effective learning with proper teaching techniques; ensures students are acquiring skills and knowledge to apply principles, theories, and other learning; properly monitors student progress (grading, feedback, etc.), and provides an environment to encourage independent thinking challenges for more motivated students; maintains proper classroom discipline.

Contributes to effectiveness/quality of college programs, including extracurricular programs and departmental student organizations; keeps accurate records, reports, etc. pursuant to college policy; actively supports and looks for ways to improve the quality of customer service; cooperates with other college personnel to improve the quality of education; when serving on committees, maintains an attitude of constructive, supportive behavioral feedback and input to improve the quality of service; continues to be involved in personal growth and development.

Job Goal (Purpose of Position): Performs responsible instructional level duties under limited supervision to teach the classes/labs assigned; prepares syllabi; schedules office hours to advise students; grades reports, tests, and progress; and advises the Coordinator concerning textbooks, special equipment, supplies, or other needs. Attends meetings and participates in the overall quality of the program and college.

An incumbent in this position will utilize discretion, ingenuity, and independent judgment due to the complexity of the job. Since there may be several ways to solve a problem, an incumbent is free to choose the solution.

Contact with Others: An incumbent in this position has regular contact by telephone or in-person with the public to determine actual information needed. The job requires interpreting and translating facts and information, explaining situations and issues to persons, and advising them of alternative courses of action.

Essential Job Functions/Performance Responsibilities: Other than those included in the performance expectations:

1. Agriculture faculty will instruct science classes/labs in the division according to acceptable academic standards. Studies material and prepares for lectures with necessary handouts and information to impart curriculum objectives. The faculty member will also teach courses in agriculture disciplines, including (but not limited to) agronomy, agriculture business and economics, agriculture education, agriculture computers, ecology, and rangeland natural resources. Courses taught will be face-to-face, online, and hybrid.
2. Maintains proper discipline in class and on campus to further educational goals. Reports disciplinary infractions to proper sources.
3. Records attendance and ensures students comply with attendance requirements.
4. Administers written and practical tests and provides feedback to students relative to grades and other career or academic counseling/advisement.
5. Maintains up-to-date syllabi for courses to be taught. Such syllabi to contain objectives of course, course schedules, grading criteria, etc.
6. Maintains necessary office hours for student counseling and advisement. Maintains knowledge of academic requirements for graduation and assists students in career planning.
7. Updates curriculum and test materials; makes recommendations concerning textbooks, learning resources and other material; reviews and recommends other supplies and materials for instructional programs. Maintains proper records and accountability of supplies and equipment entrusted to care.
8. Attends faculty meetings, division meetings, and in-service meetings; may serve on various committees to provide constructive input to resolve problems.
9. Attends various college extracurricular activities within program area, commencement exercises, etc. as required.

10. Maintains expertise/competence in area of specialty by attending necessary conferences/seminars and/or schools as required. Reads and keeps current on latest technologies and requirements in the area of specialty and in the division's programs. Attends and contributes to the growth of the profession.
11. Assists with recruiting students for the Agriculture Department; providing items of interest to the Office of Public Information; and maintaining proper professional contacts with others outside of the college.
12. May perform incidental typing/data processing for class preparation or testing. May run copy machine, Scantron, or other office machines. May be required to operate within computer-assisted environment.
13. Performs other duties as required.
14. Maintains and utilizes the departmental Greenhouse and research cropland.

Supervision exercised: Some supervision may be required for student workers or other individuals charged with the care of the greenhouse or cropland .

Physical/Mental Requirements and Working Conditions: Other than those physical/mental requirements included in the essential functions, employee must be able to communicate on the telephone, and in person. Must be able to use or demonstrate use of computers, office/lab machines, equipment, and instruments, and drive a vehicle. May for some labs have to handle dangerous, caustic chemicals. Some minor lifting may be required of the position. May be required to assist with field trips and some driving.

SALARY RANGE:

EVALUATION: Performance of this job will be evaluated in accordance with Board policy.

APPROVED:

Updated 4.17.2026