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| FEATHER RIVER  COMMUNITY COLLEGE DISTRICT  570 Golden Eagle Ave., Quincy, CA 95971  (530) 283-0202, ext. 257  www.frc.edu |

**BUSINESS INSTRUCTOR/PROGRAM COORDINATOR**

**DEFINITION:**

Under general supervision of the Chief Instructional Officer and within the Professional and Technical Studies Division, the instructor assumes full-time teaching responsibility in business. The instructor serves as program coordinator for all aspects of the AA Business Degree and the AS-Transfer Business Degree.

**CLASSIFICATION:**

* FLSA Exempt
* Faculty
* Date Modified: December 2015

**ESSENTIAL DUTIES:** The following duties are typical of those performed by employees in this job title; however, employees may perform other related duties, and not all duties listed are necessarily performed by each employee in the job title.

* Teach a wide range of courses in the field of business. Courses currently in the curriculum include Introduction to Business, Financial and Managerial Accounting, Micro- and Macro-economics, Business Law, Human Relations in Business, Small Business Management, Marketing, Personal Finance, and Spreadsheet.
* Use and develop a variety of effective teaching and assessment methods, including those using computers and information technology to engage student interest and to support a variety of learning styles that relate to Student Learning Outcomes.
* Maintain and submit accurate records according to published deadlines (e.g., grades, syllabi, census reports).
* Participate in articulation and recruitment activities with high schools and transfer institutions.
* Complete program reviews, budget development and the assessment of student learning at the course and program levels.
* Communicate and collaborate with other full-time and associate faculty on scheduling, the assessment of student learning, instructional strategies and new developments in the field.
* Assist in the development of recruitment materials and participate in local recruitment and career activities.
* Conduct activities supporting student retention.
* Develop and maintain cooperative relationships with the business community.
* Ensure Title 5 programmatic compliance by selecting, organizing, convening, and utilizing the Business Advisory Committee.
* Fulfill college duties such as scheduled office hours, textbook selection, course materials evaluation, curriculum development, catalog review, peer reviews and participation in college and shared governance committees.
* Conduct activities supporting student retention objectives.
* Participate in professional growth and remain current in subject areas.
* Perform other related duties as assigned.

**MINIMUM QUALIFICATIONS:**

* Master’s degree in business, business management, business administration, accountancy, finance, marketing, or business education **OR** Bachelor’s degree in any of the above **AND** Master’s degree in economics, personnel management, public administration, or Juris Doctorate (J.D.) or Legum Baccalaureus (LL.B.) degree **OR** Bachelor’s degree in economics with a business emphasis **AND** Master’s degree in personnel management, public administration, or J.D. or LL.B. degree **OR** the equivalent
* Demonstrated sensitivity to and understanding of the diverse academic and socio-economic, cultural, disability and ethnic backgrounds of community college students and staff.

**DESIRABLE QUALIFICATIONS:**

* Successful teaching experience, preferably at the community college level.
* Ability to develop cross-disciplinary courses and/or programs with colleagues in other disciplines.
* Ability to use effective learner-centered instructional strategies such as active/collaborative and problem-based learning approaches.
* Evidence of innovative instructional technologies, including use of online learning management systems (e.g., Web CT, Blackboard, Angel, Moodle, Canvas).
* Experience coordinating/directing relevant programs.
* Ability to incorporate a variety of teaching methods to accommodate various student learning styles.
* Ability to work with employers to meet the vocational needs of the current labor market.
* Ability to plan, organize, and revise the business program to meet student and community needs.
* Evidence of entrepreneurial skills and business experience.

**PHYSICAL EFFORT/WORK ENVIRONMENT:** The physical abilities involved in the performance of essential duties with or without reasonable accommodations are:

* Frequent standing, sitting, reaching, walking: occasional lifting (overhead, waist level to floor), carrying, bending; frequent near vision use for reading; constant use of voice (somewhat above normal conversation level); frequent hearing use (ordinary conversation level); evaluative and cognitive thinking and decision making.