

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. In addition, the person in this position should have experience teaching students of different academic levels and diverse backgrounds, and should have a repertoire of effective teaching methods to create a supportive environment for student learning and growth.

CLASSIFICATION:

- FLSA Exempt
- Faculty
- Date Modified: June 2023

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.
- Create and implement culturally responsive and equity minded course material, teaching practices, and learning assessment strategies that enhance student success and persistence toward academic/career goals and that help close equity gaps and promote social justice.
- 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.