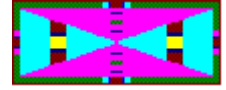


Little Big Horn College
 8645 South Weaver Drive
 PO Box 370
 Crow Agency, MT 59022
 PH (406) 638-3100
 Fax (406) 638-3169



Thank you for your interest in Little Big Horn College employment. Please submit your application with the following **required** documents:

Applicant Name: _____ Closing Date: **October 23, 2024 @ noon**

Available Position: **Ag Instructor**

Checklist of required documents:

_____ Signed Letter of Interest for the position

_____ Current CV/Resume

_____ Official Transcript of highest degree earned

_____ 3 professional references – name and numbers

_____ Indian Preference Form (If applicable please include CIB, Current Tribal ID or SF-4432 as verification)

_____ Consent to Release of Information Form

_____ Drug Free Workplace Form

This position shall be open until filled unless a closing date is stated. Applications submitted after the closing date will be accepted but given less consideration, incomplete applications will not be considered. Applications can be submitted in person to the LBHC Administration reception with Melodee Reed, sent via email to Human Resources at brownc39@lbhc.edu , or mailed with “ATTN: Human Resources Office” (see mailing address at top of page).

To be completed by LBHC Human Resources

_____ Date Received _____ Incomplete _____ Complete

Collena Brown, Human Resources Director
brownc39@lbhc.edu
 Director, Human Resources (406) 638-3148

Little Big Horn College

Position Description

Job Title:	Agricultural Instructor
Department:	Agriculture
Primary Supervisor:	Dean of Academics
Supervision Exercised:	None

Position Overview:

The Agricultural Instructor will provide quality education and training in agriculture-related subjects to students enrolled in agricultural programs. The instructor is responsible for developing and delivering curriculum, preparing students for careers in agriculture, and promoting the importance of sustainable and modern farming practices. The ideal candidate will combine practical experience in agriculture with academic knowledge to foster student success.

Key Responsibilities:

- **Teaching & Curriculum Development:**
 - Design and deliver engaging courses related to agriculture, including subjects such as animal science, plant science, agribusiness, horticulture, crop production, agricultural technology, and sustainable farming practices.
 - Create lesson plans, lectures, hands-on activities, and assignments that meet the learning outcomes of the agriculture program.
 - Continuously assess and update curriculum based on industry trends, technological advancements, and student needs.
 - Utilize a variety of teaching methods, including lectures, labs, field trips, and online resources to accommodate diverse learning styles.
- **Student Support & Advising:**
 - Provide academic advising to students, assisting with course selection, career planning, and internship opportunities.
 - Mentor and support students in their academic and career development, helping them build skills for successful agricultural careers.
 - Assess and evaluate student performance through exams, projects, presentations, and practical assessments.
- **Program Development & Collaboration:**
 - Collaborate with colleagues, industry partners, and agricultural organizations to enhance the agricultural program's curriculum and maintain relevance in the field.
 - Assist in the development of new courses, degree programs, or certifications to meet emerging needs in agriculture.
 - Engage with local farmers, agribusinesses, and community organizations to establish partnerships and promote educational initiatives.
 - Participate in the planning and organization of agriculture-related events, such as fairs, conferences, field days, or workshops.
- **Research & Professional Development:**
 - Stay current on developments in agriculture, including advancements in technology, sustainable practices, and market trends.
 - Pursue professional development opportunities to enhance subject matter expertise and teaching skills.
 - Conduct research projects or participate in agricultural trials, when applicable, to contribute to the field of agriculture.

Little Big Horn College

Position Description

- **Administrative Duties:**
 - Maintain accurate records of student progress, attendance, and grades.
 - Participate in department meetings, institutional committees, and accreditation processes.
 - Assist with recruiting students into agricultural programs through outreach efforts and participation in open houses or career fairs.
 - Comply with institutional policies, safety regulations, and educational standards.

Qualifications:

- **Education:**
 - Bachelor's degree in Agriculture, Agricultural Science, Agronomy, Animal Science, Horticulture, or a closely related field (Master's preferred).
 - Relevant certifications in agriculture or education (if required by the institution).
- **Experience:**
 - Minimum of 3 years of practical experience in agriculture or related fields (farming, agribusiness, agricultural consulting, etc.).
 - Prior teaching or instructional experience in an academic setting or through professional development training is preferred.
 - Experience working with agricultural technology, equipment, and software (e.g., GPS for precision farming, drones, etc.) is a plus.
- **Skills:**
 - Strong knowledge of modern agricultural practices, technologies, and sustainability efforts.
 - Excellent communication and presentation skills, with the ability to convey complex information to a diverse audience.
 - Ability to engage and inspire students through hands-on learning, critical thinking, and problem-solving exercises.
 - Proficiency in using educational technology and learning management systems (LMS).
 - Strong organizational and time management skills.

Preferred Qualifications:

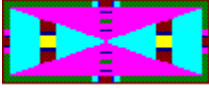
- Master's or Doctorate degree in Agriculture or a related field.
- Experience in agricultural education or extension services.
- Experience in curriculum development or academic program management.

Work Environment:

- The position may involve classroom instruction, field-based activities (farm visits, laboratories), and online teaching.
- Occasional travel may be required to attend conferences, meet industry partners, or participate in community outreach.
- May involve physical activities related to agricultural demonstrations, such as operating equipment, working with livestock, or planting crops.

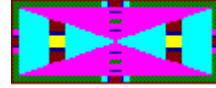
Salary:

- Compensation shall commensurate with Faculty Salary Schedule DOEE.



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Consent to Release of Information

I authorize any duly accredited representative of Little Big Horn College to verify any information I have listed on my resume with respect to previous employers, educational institutions, and character/personal references.

I understand that this authorization **does not include** the release of information from any lending institutions, medical institutions, hospitals, or health care professionals.

I further authorize any duly accredited representative of Little Big Horn College to request criminal record information about me from criminal justice agencies and the Department of Motor Vehicles for the sole purpose of determining my eligibility for the position of which I am applying.

Copies of this authorization that show my signature are as valid as the original release signed by me. This authorization is validated for initial period of not more than three months from the date signed and shall be limited to the sole purpose of obtaining information from the date signed and shall be limited to the sole purpose of obtaining information for the position of which I am applying.

Signature

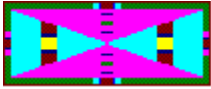
Date

Other Names Used

Social Security Number

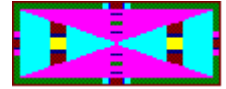
Current Mailing Address

Home Telephone Number



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NATIVE AMERICAN/INDIAN PREFERENCE

This position allows additional points to be given to the following preference categories:

Documentation must be provided for each priority:

First Priority

Crow Tribal member

Proof of enrollment

Second Priority

Federally recognized tribal member legally married to a Crow Tribal member

Proof of applicant and spouse's enrollment

Third Priority

Any other outside federally recognized tribal member

Proof of enrollment

Applicants claiming preference must provide a copy of their CIB (Certificate of Indian Blood), BIA Form 4432, or current Tribal ID.

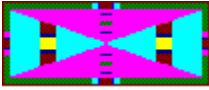
Please check one:

Crow Tribal Member

Federally recognized tribal member legally married to a Crow Tribal Member

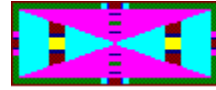
Any other outside Federally Recognized Tribal Member

No preference claimed



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Drug Free Workplace Policy

Little Big Horn College in compliance with and in support of the Drug-Free Workplace Act of 1988 hereby notifies all employees that the unlawful manufacture, distribution, dispensing, possession or use of controlled substances is prohibited at Little Big Horn College.

Violation of this prohibition by an employee shall result in the college taking appropriate personnel action against the employee, up to and including termination of employment, or requiring the employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency.

The goal of LBHC is to create an environment that is free of alcohol and the illegal use of drugs. The college recognizes the use of alcohol and drugs as a major barrier to academic success and has adopted an inclusive *Alcohol and Drug-Free Policy*, which mandates that all students and all employees must sign certificates. The College supports those who choose a lifestyle free of chemicals and supports those in recovery and prohibits the use and/or possession of alcohol and other drugs on campus. Standards of conduct, as outlined below, apply to all students, employees, and visitors at LBHC.

- No student, employee or visitor shall use, manufacture, sell, give away, barter, exchange, or distribute a controlled substance or drug paraphernalia.
- No student, employee, or visitor shall possess a controlled substance or any alcoholic beverage while on campus or while involved in college activities, service projects, programs or work situations off campus (except as prescribed by a physician).
- No employee shall report to work and no student or visitor shall report to campus while under the influence of alcohol or a controlled substance (except as prescribed by a physician), which affects alertness, coordination, reaction, response, judgment, decision-making or safety.

Any employee who violates this policy will be referred to the appropriate supervisor or dean to review the violation. The police shall be called in those cases involving visitors to the college.

I, _____, understand the stated policy and procedure and agree to abide by it as a condition of employment and will notify Little Big Horn College of any criminal drug statute conviction for a violation occurring in the workplace no later than 5 days after such conviction.

Signature

Date