

ESTABLISHED 1979

NAVAJO TECHNICAL UNIVERSITY

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## POSITION DESCRIPTION

<b>POSITION:</b>	Assistant Professor
<b>POSITION NO:</b>	
<b>DEPARTMENT:</b>	Veterinary Technology/Animal Science Program
<b>FLSA STATUS:</b>	Exempt
<b>DUTY TOUR:</b>	Academic Year (9 months)
<b>REPORTS TO:</b>	Director of Veterinary Teaching Hospital

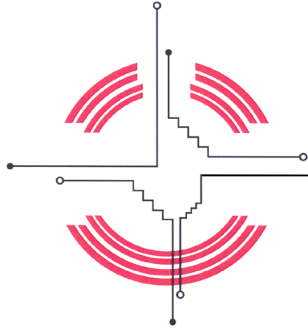
### JOB PURPOSE:

This 9-month, grant-funded, instructor position instructs and facilitates a meaningful and effective learning experience of the course competencies in the classroom, fieldwork, and laboratory settings. Provides direct instruction in Veterinary Technology and Animal Science for students. Assists with Land Grant Program activities. Position is subject to all terms and provisions of the NTU faculty contract. The faculty will assist with advising students for the programs. Employee assists with campus livestock feeding and watering on rotating schedule during holidays and breaks, and when student workers are unavailable.

*This position description indicates in general the nature and levels of work, knowledge, skills, and abilities. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required or assigned to this position.*

### JOB DUTIES & RESPONSIBILITIES:

- Plans, evaluates, implements, prepares, and revises as necessary, an overall written instructional plan in Veterinary Technology and Animal Science, including current curriculum, syllabi and course outlines that embody the national accreditation standards of the American Veterinary Medical Association (AVMA), regulations of the New Mexico Board of Veterinary Medicine, and Higher Learning Commission.
- Organizes, completes, and instructs classes and labs in Veterinary Technology and Animal Science from 14 to 16 student credit hours per semester, including direct instruction, supervised practicum, laboratory, clinical, and field experience, instructional planning and preparation, grading assignments, tests and performance, etc.
- Organizes and conducts essential skills labs for students and maintains records.
- Designs tests and evaluates achievement of students.
- Actively seeks additional ways to improve instruction and to update and/or revise course content and teaching methodology in order to maintain currency and relevance to AVMA accreditation standards.
- Prepares lesson plans which incorporate varied instructional techniques, multi-media, integration strategies designed to meet the educational, multi-social and emotional needs of the students.

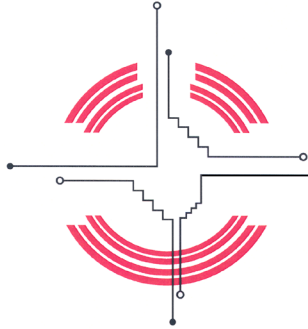


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- Uses a variety of instructional techniques and methodologies, such as:
  - Student discussion of cases, questions and issues in the subject areas;
  - Laboratory and field practicum activities using technical equipment and handling real-time animal science, care, and treatment situations;
  - Practical situational problem-solving;
  - Direct participation in action research projects including gathering data, outlining procedures, sampling, handling samples, data entry, evaluating, summarizing, etc.;
  - Use of audiovisual equipment, distance-learning technology, computerized instruction, outside presenters, long and short-term assignments, student teams, library research, and other current materials and methods appropriate to the courses taught.
- Develops and maintains a classroom environment conducive to effective learning. Encourages student success.
- Takes, maintains, and submits attendance reports.
- Uses current texts, materials, teaching aids and techniques in the assigned subject areas.
- Maintains current professional knowledge of the assigned subject areas.
- Collaborates with Director in ordering textbooks, learning materials, instruments, tools, and equipment.
- Submits regularly to Director and maintains all Veterinary Technology Program, Animal Science Program, and Land Grant Program material on the common network server.
- Maintains regular office hours for students and faculty.
- Submits student grades and assessment reports in a timely manner.
- Conducts and prepares reports of assessments in regard to performance measures that meet AVMA, HLC and NTU requirements and uses data to improve instruction.
- Assists in program reviews and accreditation guidelines with regard to student academic achievement and their success on outcomes.
- Prepares students for the Veterinary Technician National Examination and state exams.
- Maintains knowledge of NTU degree requirements, programs and course transfer information. Assists students regarding up to date information on degrees or certificates in their educational program.
- Assists Director with student admission requirements and student advisement on academic curricula.
- Maintains accurate files on each advisee, refers students when appropriate to sources of specialized services within the University.
- Collaborates with Director in student referral for academic counseling and/or alcohol and substance abuse counseling as needed.
- Takes all necessary and reasonable safety precautions to protect staff, students, clients, community members, materials, equipment and facilities.
- Maintains current inventory of all equipment, tools, and supplies.
- Provides accurate and timely reports and documents as assigned; may be required to submit regular reports.



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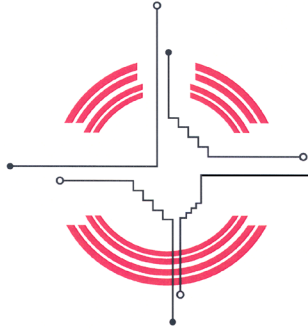
- Participates in and develops efforts to recruit and retain students.
- Serves as an advisor to student clubs. Participates in club events and activities.
- Assists students in obtaining internships, externships, and practicum sites.
- Sets up, plans and supervises work of students, individually or in small groups, in shop or laboratory.
- Evaluates student progress on a regular basis, including progress reports and grades.
- Provides feedback on work and assignments to students.
- Participates and provides opportunities for students in community service initiatives or projects.
- Collaborates with colleagues to share experience and knowledge.
- Participates in research and grant-writing to acquire funding for food and agriculturally-based projects for the Land Grant Program and related programs, students, and community.
- Maintains and submits required USDA and other research reports according to published guidelines.
- Assists with community outreach, education, and services and other land grant projects such as youth camps, conferences, workshops, and demonstrations as assigned.
- Participates in full regalia in official graduation ceremonies.
- Participates in faculty meetings, career and technical education meetings, and other meetings and committees as required or assigned.
- Provides accurate and timely reports as requested.
- Maintains confidentiality of all privileged information.
- Performs other duties as assigned.

#### **SUPERVISION RESPONSIBILITIES:**

- Supervises students during laboratory work and clinical work, community service/outreach, and research work.

#### **MINIMUM QUALIFICATIONS/REQUIREMENTS:**

- Doctor of Veterinary Medicine (DVM) degree, in good standing, from an AVMA-accredited institution.
- Current New Mexico Veterinary license in good standing. (New graduates and non-New Mexico licensed DVM's will be given ample time, approximately 75 days, to obtain this license following job offer and acceptance. Non-new graduate DVM's must be licensed in good standing in other state(s). New graduates are DVM's recently graduated from an AVMA-accredited veterinary school within 180 days and have not practiced as an employed DVM. Continued employment beyond the above mentioned time-frame for obtaining licenses will be contingent upon successful attainment of these licenses.)
- Maintain DVM continuing education according to the New Mexico Board of Veterinary Medicine regulations.
- Must not have previous violation as a practicing DVM.
- At least three years teaching experience in field of study.



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- Maintains educational competencies in area of instruction.
- Professional excellence, community service and/or publication.
- Valid and clean state driver's license.
- Must be able to pass background check, with NO prior convictions of any felonies and no history of child abuse and/or neglect.

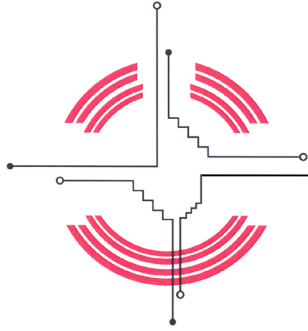
**PREFERRED QUALIFICATIONS/REQUIREMENTS:**

- Board Certification in a Veterinary discipline.
- Five years of veterinary technology, veterinary school, or equivalent university teaching experience as an AVMA and state credentialed Doctor of Veterinary Medicine.
- Maintains educational competencies in area of instruction.
- Experience in research related to the veterinary field.
- Professional excellence, community service and/or publication.
- Valid and clean state driver's license.
- Must be able to pass background check, with NO prior convictions of any felonies and no history of child abuse and/or neglect.

***The Navajo Nation Preference in Employment Act applies to all hiring, promotions or transfers of individuals into this position.***

**KNOWLEDGE, SKILL AND ABILITY REQUIREMENTS:**

- Knowledge of applicable federal, state, county and local laws, regulations, and requirements including the New Mexico Veterinary Practice Act, Navajo Nation Animal Control, and FERPA.
- Knowledge of current veterinary theory and practice.
- Knowledge of field of study.
- Knowledge of techniques and practices in field.
- Knowledge of University policies and procedures.
- Knowledge of instructional policies and procedures.
- Knowledge of AVMA accreditation guidelines.
- Skilled in operating computers and office machines.
- Ability to write reports and business correspondence.
- Ability to organize and express ideas, directions, and data in a logical sequence to describe a process, or explain procedures such as how to perform a task to students.
- Ability to present materials effectively to individual students or groups.
- Ability to manage interpersonal conflict situations requiring tact, diplomacy and discretion.
- Ability to work independently and meet strict time lines.
- Ability to oversee the work of students.
- Ability to establish and maintain good working relationships with the individuals of varying social and cultural backgrounds.
- Ability to communicate effectively in the English language.



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**PHYSICAL DEMANDS:**

- While performing the duties of this job, the employee frequently sits, stand, walk, bend, stoop, and squat.
- Use hands for dexterity of motion, repetitive movement of both hands.
- Have excellent auditory, visual acuity, and verbal communications skills.
- The employee must occasionally lift and carry up to 50 pounds.

**WORK ENVIRONMENT**

- Work is typically performed within an office, classroom or laboratory.
- Situations occur where surgical masks, safety goggles, gloves and protective face shields may occur.
- Tight time constraints and multiple demands are common.
- Evening and/or weekend work may be required. Extended hours and irregular shifts may be required.