

Job Description

JOB TITLE: Environmental Horticulture Instructor

LAST REVISED: MAY 1998

DEFINITION

Under administrative direction of an educational administrator, to teach Environmental Horticulture by lecturing and providing laboratory instruction, plan and develop curriculum, oversee operation, maintenance, and development of the greenhouse facility, and do related work, as required.

JOB CHARACTERISTICS

Incumbent may supervise classified staff and/or student and/or other temporary help, as assigned.

EXAMPLES OF FUNCTIONS AND TASKS

Curriculum Development - ESSENTIAL: Review and evaluate curriculum to meet student needs and budget constraints; develop operating instructions for equipment to be used in curriculum programs; coordinate curriculum program with adjunct faculty instructors to ensure quality and consistency of offerings; research, evaluate, and integrate technological advances into curriculum, as feasible and appropriate; evaluate and/or revise course descriptions, as necessary; make changes to curriculum, as necessary, and present proposals for curriculum changes to the Curriculum Committee, as appropriate; review curriculum to ensure compliance with changes in law, regulations, and standards; review and evaluate new textbooks for content, readability, and cost; select textbooks and/or laboratory materials determined to be the most useful; complete book order forms and provide master copies of syllabi for printing; prepare and sign requisitions for equipment and supplies to meet program needs and assist in departmental/program record keeping; place appropriate reference items on reserve in the library; read current literature (normally several sources— books, newspapers, periodicals, etc.) to maintain subject matter expertise; prepare, edit, and update syllabus materials for lecture and laboratory use; review, select, and/or prepare computerized and/or media materials for lectures and/or laboratories; provide input for program and course updates in college catalogs; attend conferences to increase subject matter expertise and teaching skills. **PERIPHERAL:** Coordinate and confer with book publishing company sales representatives, as necessary and appropriate; write grant proposals, as authorized.

Lecture/Laboratory Preparation - ESSENTIAL: Prepare class schedules; prepare lesson plans to be used in lectures and coordinate lectures with laboratory learning assignments; prepare graphic handouts, overhead projector transparencies, or other media materials for lectures/laboratories; set up, check, and monitor operation of laboratory equipment; assemble laboratory materials, determine that equipment is functioning properly, and return materials and equipment to proper storage areas after use; maintain adequate inventory of supplies to meet program needs; instruct students in laboratory protocols; oversee maintenance, cleaning, and storage of laboratory equipment; experiment with changes in laboratory procedures and/or equipment. **PERIPHERAL:** Direct student and/or other temporary help and/or other staff members, as assigned, to assist with laboratory preparation and cleanup.

Lecture/Laboratory Presentation - ESSENTIAL: Introduce and present lectures and laboratory information in a clear and logical manner; use analogies and/or examples to convey important horticultural concepts; provide instructional objectives to direct student learning; outline major points of information on board or overhead projector; enhance presentations with media, as feasible and appropriate, employing multiple teaching/learning modalities, including application of current computer technologies; distribute handouts to clarify topics; answer student questions clearly and directly; respect different social and cultural perspectives; foster collaborative learning; encourage student participation and involvement; monitor student activity and maintain optimal learning environment; promote use of critical thinking and the scientific method; help students set up and operate laboratory equipment; interpret and explain data being collected; provide equal opportunity for student

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participation; move around laboratory and stay physically present to assist students; demonstrate laboratory techniques and operation of equipment; assume responsibility for cleanup of broken materials or equipment in laboratory; observe safety protocols and advise students of hazards associated with electrical equipment, chemicals, etc.

Student Performance Evaluation - ESSENTIAL: Develop quizzes, tests, and laboratory/classroom examinations; monitor student activity during examinations/quizzes; read and evaluate student responses on examinations/quizzes and grade accordingly; evaluate student projects and collaborative learning activities; assign, read, and evaluate student homework assignments and projects; tabulate scores and assign official grades; advise students with regard to academic matters regarding their performance, as appropriate; input student scores into computer(s) and make printouts of results available to students, as appropriate.

Ancillary Student Services - ESSENTIAL: Maintain regular office hours to meet with students and others; provide advice to students regarding academic performance, career choices, and personal academic and other goals; provide students and peers with a positive role model in terms of character and citizenship; participate in graduation and outstanding student award ceremonies; provide students with letters of recommendation, as requested and appropriate; hold review sessions of classroom and/or laboratory materials, as necessary; advise and encourage students relative to Environmental Horticulture curriculum; participate in departmental student events and activities; maintain liaison with horticulture industry professional organizations and participate in job development with industry employers, as feasible and appropriate.

Shared Governance Participation - ESSENTIAL: Schedule advisory committee meetings; respond in writing to requests for information for annual plans and/or other program planning purposes, program review, etc.; participate in articulation/ curriculum development studies, pricing of departmental equipment needs, budgetary matters, self-evaluations and peer evaluations, as requested and in accordance with established District policies and procedures; represent department by serving on campus/District-wide committees, as feasible and appropriate; facilitate and participate in program area advisory committees; function as primary District point of contact for horticultural industry organizations; attend and participate in division/District meetings and activities and those organized by the Faculty Senate and/or Staff Development Committee, as appropriate; serve as a functional member of one or more committees and/or task forces; attend Board of Trustees and/or College Council meetings, as necessary.

Supervision - ESSENTIAL: Interview and hire and/or participate in hiring processes for student and/or other temporary help and/or other departmental/laboratory support staff members; interview and assign volunteer helpers; participate in hiring processes for departmental adjunct faculty members, as requested; supervise maintenance of greenhouse facilities, landscape maintenance for campus arboretums and departmental/student projects on District grounds adjacent to greenhouse facilities, and student Horticulture Club activities; oversee departmental faculty meetings for departmental adjunct faculty members.

MINIMUM QUALIFICATIONS:

Degrees/Experience/Licenses/Certifications:

ESSENTIAL: Incumbent must possess a Bachelor's Degree AND two (2) years of occupational experience in the discipline* AND any certificate or license required to do this work OR and Associate's Degree AND six (6) years of occupational experience in the discipline* AND any certificate or license required to do this work OR the equivalent AND must complete requirements to be issued a Hazardous Materials Awareness Training Card as issued by the District pursuant to completing District-provided training mandated by Occupational Health and Safety Administration (OSHA) and/or California Occupational Health and Safety Administration (CalOSHA) "right to know" laws concerning handling of hazardous materials. * **Note:** (Areas included Environmental Horticulture, Ornamental Horticulture, Landscape Horticulture, Design, Maintenance Floristry, Floral Design.)

Knowledge of:

ESSENTIAL: Environmental Horticulture and careers/vocations related to the field; laboratory preparation techniques and operation of laboratory equipment; scientific methodology; teaching practices, methods, and techniques; laboratory hazards and appropriate safety protocols, including those for safe lifting, safe handling, storage, and disposal of hazardous materials, and safe application of pesticides/herbicides. **PERIPHERAL:** Microcomputer operation.

Ability to:

ESSENTIAL: Lecture in front of large groups of students; explain Environmental Horticulture concepts in a clear, logical, and concise manner; correctly interpret data and draw accurate conclusions; prepare laboratory equipment and materials; provide students with a “hands on” learning experience in a laboratory setting; supervise students in community settings; interact effectively with students, peers, staff, and managerial and administrative personnel; work independently and collaboratively to advocate departmental interests; recognize variation in student backgrounds, abilities, and learning styles; maintain honesty, integrity, reliability, and cooperation, observe laboratory safety protocols and general safety rules and standards, including those for safe lifting, safe handling, storage, and disposal of hazardous materials, and safe application of pesticides/herbicides. **PERIPHERAL:** Type/keyboard and/or utilize mouse and/or otherwise operate a microcomputer and peripheral equipment.

Physical Suitability Requirements:

ESSENTIAL: Incumbent must be able to function indoors and outdoors in a classroom/laboratory/greenhouse/garden environment engaged in work of primarily a moderately active to active nature, and to accomplish the following, with or without reasonable accommodation: Constantly: Maintain cardiovascular fitness to engage in physical labor and to walk, occasionally moderately long distances, to accompany students on field trips and excursions into the natural environment. Almost Constantly: Utilize vision (near) to write and to read printed materials and computer screens; utilize vision (far) to present lectures and demonstrations to students and to observe classroom/laboratory and/or field trip activities in progress; utilize hearing and speech for ordinary and telephonic conversation and to hear sound prompts from equipment; stand upright and forward flexing or sit, to present lectures/laboratory demonstrations; walk, occasionally moderately long distances, to move about classroom/laboratory, greenhouse/garden and campus environs and to accompany students on field trips in the natural environment; stoop, bend, squat, kneel, push, and pull to move materials while presenting lectures/laboratory demonstrations. Frequently: Utilize manual and finger dexterity to use horticultural tools and to operate equipment; lift (from overhead, waist and floor levels, max. 50 lbs.), and carry (max. 50 lbs.) to move boxes and equipment, including in and out of storage areas; reach (from, low, level, and overhead) to operate equipment and to access materials and equipment in storage areas; work in areas subject to exposure to wet/damp surfaces and allergenic plants/materials. Occasionally: Operate mobile machinery during laboratory and/or field trip activities; climb step stools, ladders, or trees and balance, to access materials and equipment in storage areas above ground level or to demonstrate tree pruning techniques or gather plant material; work in areas subject to exposure to risk of falling from heights above ground level; work in areas subject to exposure to dusts, mists, fumes, extremes of heat/cold, moderately high to high levels of noise, chemicals/caustics, and risks of cuts or other wounds from using horticultural equipment and tools; wear personal protective equipment, including respirator or other breathing device (i.e., during pesticide/herbicide application, etc.) to protect breathing passages, hearing (i.e. ear plugs), face, eyes, arms, hands, fingers, legs, feet, toes, skin, and torso. **PERIPHERAL:** Occasionally: Utilize manual and finger dexterity to type/keyboard and/or utilize mouse and/or otherwise operate a microcomputer.

Faculty salary schedule, subject to placement at date of hire.

FLSA exempt.

SCFA bargaining unit status.

Classification III, Bloodborne Pathogens Exposure Control Program.