| **Date** | **Position #** | **Position Title** | **Reports To:** |
| --- | --- | --- | --- |
| 10/30/2024 | FF9758, FF9724 | Full-Time Teaching Faculty – Biology | FA9769 |

|  | | For HR Use Only | | |
| --- | --- | --- | --- | --- |
| Division | Department | Pay Table/Level/Grade | soc code | employment code |
| Arts and Sciences | Science & Mathematics | Pay Based on FT Faculty Schedule | 25-1000 | 1 - 9 Month Faculty = 173 Day |

# Status: Please select the appropriate boxes that apply.

| **Regular/Continuing:** | **Bargaining Unit:**  MAHE | **Non-Bargaining:** | **Provisional/Grant Funded:** | **Temporary/Limited Duration:** |
| --- | --- | --- | --- | --- |

| **Individual Position:** | **Full-Time (40 hrs/wk):** | **Part-Time:**  \_\_\_\_ Hrs/Week | **Pooled Position:** | Type here **# of Employees if this position is pooled.** |
| --- | --- | --- | --- | --- |

| **JOB SUMMARY:** This section should summarize the overall purpose (“mission”) of this job in 1-4 sentences. Briefly describe the primary reason the job exists at LCC. |
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| Teach courses in the Biology Program, with a focus on non-major Biology courses, consistent with current developments in the discipline and teaching methods. Participate in program/department meetings and divisional/college-wide committees with a focus on continual improvement of programs and learning outcomes. Participate in curriculum and course development, course and program coordination, tutoring and advising students, mentoring and reviewing peers, and actively participates in College initiatives. Must demonstrate a commitment to the diversity of a multi-cultural population, as well as work effectively in a team-based environment, seeking continuous improvement and adherence to the community college philosophy. |

| **Direct Reports:** If this is a supervisory position (authority to hire, assign, discipline, approve timesheets), list position #s of those supervised). |
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| None |

| **Essential Duties and Responsibilities:** Identify and describe the essential duties and responsibilities, i.e., what actions are done and what are the expected results. Most jobs can be described using 5-10 statements. List in priority order, beginning with top priority/must get done, with approximate percent for each (e.g. 20% 1. Reconciles grant fund expenditures to balance monthly budget). “Other duties, as assigned,” are implicit in all position descriptions. |
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| **%** | **NO.** | **Essential Duties and Responsibilities** |
| --- | --- | --- |
| 15 | 1 | **Planning** – Ensures implementation of established curriculum and provides strong support for students in their pursuit of established expectations, developing plans that promote the development of higher-order thinking skills in the instructional process. |
| 40 | 2 | **Instruction** – Provides instruction and assesses learning utilizing varied instructional modes, supports student success by maintaining regular office hours, and mentors and advises students. |
| 10 | 3 | **Professional Growth** – Maintains knowledge of current developments in subject area and incorporates new knowledge into instruction. |
| 10 | 4 | **Curriculum** – Participates in curriculum development and planning and advises students on curriculum, academic programs, employment, career goals and other appropriate matters. |
| 5 | 5 | **Teaching Effectiveness** – Understands and successfully adapts teaching to various learning styles/current technologies present in the classroom**.** |
| 5 | 6 | **Faculty Professional Development** – Demonstrates a continuing engagement with the learning and scholarship of their area of specialization, striving to be on the cutting edge of professional content knowledge and methodology. |
| 5 | 7 | **Support of College Initiatives** – Is fully committed to the mission and values of Lansing Community College and actively participates in College initiatives. |
| 5 | 8 | **General Responsibilities** – Responds to requests of academic area and/or program leaders, department heads, committee chairs, records office, etc. in a timely and thorough manner, consistently meeting instructional schedules and other assignments and commitments in support of the college. |
| 5 | 9 | **Other Duties as Assigned** |
|  | 10 | Type here |

| **Core Competencies:** Record the knowledge, skills and abilities necessary to perform the essential functions of this position. Provide descriptions of core competencies below (e.g. communication, customer service, decision-making, leadership, problem-solving, etc.). An incumbent or applicant must be able to demonstrate and results must be measurable. |
| --- |
| KNOWLEDGE: Technical, specialized, disciplinary, industry-specific and/or operational knowledge or understanding required in your job   * Demonstrate knowledge of current trends in teaching and learning within program discipline * Knowledge of college-wide technology systems as well as instruction processes * Understand College policies and procedures   COMMUNICATION/INFLUENCE: Requirements for listening, verbal communication and/or written communication with others, and/or for educating, training, persuading, serving and/or otherwise influencing “customers”.   * Mediation and conflict resolution skills * Effective interpersonal communication skills * Communicate effectively verbally and in writing * Ability to interpret and translate information and communicate it to others * Ability to coordinate groups and work in a team environment * Effective interaction with students, colleagues, and the public from diverse populations   PROBLEM SOLVING: Thinking required by the job for evaluating, analyzing, creating, and reaching conclusions and the need to identify obstacles and develop applicable solutions.   * Ability to analyze data to develop new techniques and processes * Evaluate program needs and formulate solutions that can be implemented within college systems * Assess information to find creative solutions and determine appropriate actions   LEADERSHIP: Required ability to manage people, department(s) and/or operations and/or provide guidance/counsel to others.   * Demonstrate commitment to outstanding customer service * Model ethical and professional behavior, including confidentiality of information * Foster collaboration and cohesiveness among students and other faculty members * Ensure continued student success and efficient use of limited resources for a college program using planning skills * Demonstrate leadership duties including facilitating meetings, chairing committees and record keeping |

| **educational/experience requirements:** Identify the education and/or equivalent combination of education and experience, plus additional specific years of experience, certifications, licenses and/or special training required to perform the essential functions of this job. |
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| **Required**   * Master’s degree in Biology (from a regionally accredited college or university) or a Master’s degree (from a regionally accredited college or university) with a minimum of 18 semester graduate credits (or the equivalent number of quarter hours) in Biology disciplines. * Previous teaching experience.     **Preferred**   * Doctoral degree (from a regionally accredited college or university) in Biology or doctoral degree in a closely related field + 18 semester graduate credits (or the equivalent number of quarter hours) in Biology. * Experience teaching at the community college level * Curriculum Development * Experience in course-wide and/or program assessment review for student success and program effectiveness. * Leadership (Committee Chair, Course Lead, professional &/or student organizations)   **Note:**  At the time of application, in order to be considered for this position, you must be near completion of the required degree, i.e. within the semester prior to the position start date. Please provide a copy of your most recent transcript pertaining to the required degree. Human Resources will need an Official Transcript confirming the degree has been completed and conferred before an Official Offer can be made. |

| **Physical and mental requirements:** Complete the physical and mental demands on the attached ADA Checklist that must be met to successfully perform the essential functions of this job. Mobility around the LCC campus is a normal part of the position’s functions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. |
| --- |
| Go to the ADA Checklist |

| **work environment:** Complete the work environment characteristic on the attached ADA Checklist that must be met to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. |
| --- |
| Go to the ADA Checklist |

# SIGNATURES

**Supervisor’s Name:** Dorothy Tappenden **Supervisor’s Signature:** \_\_\_\_\_\_**Date:** \_7.5.24 \_\_\_\_\_\_\_

**Dean/ELT’s Name:** Andrea Hoagland **Dean/ELT’s Signature:** \_\_\_Andrea Hoagland\_\_\_ **Date:** \_\_1/12/2024\_\_\_\_\_\_

**HR Rep:** Sydney Glasscoe **HR Rep Signature:** \_Sydney Glasscoe\_\_\_\_ **Date:** \_1/16/2024\_\_\_\_

**ADA COMPLIANCE JOB DESCRIPTION CHECKLIST** (*The immediate supervisor is responsible for completion of this form. Fill in more information as need that apply to the essential job duties for the attached job description.)*

**Position #:** FF9758, FF9724 **Date:** 10/30/2024 **Supervisor’s Position #:** FA9769

## **Materials Used:**

Computer keyboard, mouse, screen

Various software

Telephone, cell phone, mobile device

Paper and pencil/pen

Projector or other audiovisual equipment

Copier, scanner, fax

Carpentry equipment

Electrical equipment

Plumbing equipment

Other: Click or tap here to enter text.

## **Mental Functions:**

Comparing (compare/contrast data, people, other data)

Synthesizing (combine data, concepts, interpretations)

Computing (math calculations or carrying out formula operations)

Compiling (gathering, classifying, evaluating data, people, other data)

Copying (entering, posting, transcribing data)

Analyzing (examining, testing data, presenting alternatives)

## **Audio/Visual/Aural Functions:**

Talking (expressing ideas, thoughts, language, conveying details accurately and clearly)

Hearing (receive details through oral communication, make fine differences in sound with other sound interference)

Near acuity (at 20 inches or less when accuracy is essential)

Far acuity (more than 20 inches when day and night/dark conditions are essential)

Depth perception (3 dimensional vision, judge distances, space)

Color vision (distinguish colors)

Field of vision (up/down and right/left)

Flavors & odors (distinguish similarities, differences, intensities, qualities using tongue & nose)

## **Movement, Strength, Repetition Functions:**

Climbing

Kneeling

Reaching

Balancing

Crouching

Grasping

Stooping

Crawling

Picking/Typing/Keyboarding

Sedentary (exert up to 10 lbs of force to lift, carry, push, pull, move objects; sit most of time)

Light (exert up to 20 lbs of force to lift, carry, push, pull, move objects; walk/stand occasionally)

Medium (exert 21-50 lbs of force, walk/stand frequently)

Heavy (exert 51-100 lbs of force, walk/stand routinely)

Very Heavy (exert over 100 lbs of force, walk/stand routinely)

## **Environmental Conditions**

Weather (rain, snow, wind)

Extreme cold (inside, outside)

Extreme heat (inside, outside)

Confined/restricted spaces

Hazards (fumes, odors, dust, toxic chemicals, allergens, poor ventilation)

Vibrations

Extreme noises