| Date | Position # | Position Title  | Reports To: |
| --- | --- | --- | --- |
| 9/12/2024 | FA9926 | FT Admin - Director, English | FA9996 |

|  | For HR Use Only |
| --- | --- |
| Division | Department | Pay Table/Level/Grade | soc code | employment code |
| Arts and Sciences | English, Humanities, and Social Science | G6 | 11-0000 | 5 - Other Full Time |

# Status: Please select the appropriate boxes that apply.

| **Regular/Continuing:**[x]  | **Bargaining Unit:** AFT | **Non-Bargaining:** [ ]  | **Provisional/Grant Funded:** [ ]  | **Temporary/Limited Duration:** [ ]  |
| --- | --- | --- | --- | --- |

| **Individual Position:** [x]  | **Full-Time (40 hrs/wk):** [x]  | **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. |
| --- |
| Report to the Dean of Arts and Sciences. The Director provides administrative leadership, direct supervision, and advocacy for a subset of programs in the English, Humanities, and Social Science Department, including English and Student Development programs and courses and the college’s Writing Center. Primary responsibilities include: establishing positive, collaborative and creative environments for teaching and learning in support of a diverse student, faculty and staff population; recruiting, hiring, supervising, mentoring, and evaluating faculty and staff; guiding the use of Department resources and budget to assure program and student outcomes are achieved; working cooperatively with faculty to identify and implement learning tools and technologies that enhance program content and delivery; steering initiatives relating to course, curriculum and program assessment in a broader context of continuous quality improvement; determining with program faculty and Division leadership the schedule and staffing of course offerings; providing problem solving and conflict resolution in addressing both faculty and student concerns; and, representing both the Department and the Division on college-wide teams as well as in the greater community. The Director position is an administrative role that combines leadership, stewardship and management skills to ensure the Department operates efficiently and effectively. The Director must be able to make decisions based on what is best for the college as a whole and to work collaboratively with others to resolve issues, understanding that student learning needs and student success are important priorities. |

| **Direct Reports:** If this is a supervisory position (authority to hire, assign, discipline, approve timesheets), list position #s of those supervised). |
| --- |
| FA9873, FS9873, PS9804, FF9751, FF9788, FF9819, FF9827, FF9841, FF9842, FF9885, FF9886, FF9966, FF9986, FF9987, PFENGL, PFESOL |

| **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 grand fund expenditures to balance monthly budget). “Other duties, as assigned,” are implicit in all position descriptions.  |
| --- |

| **%** | **NO.** | **Essential Duties and Responsibilities** |
| --- | --- | --- |
| 45 | 1 | Academic Leadership Responsibilities1. Analyze major internal and external trends in enrollment, instructional practices, academic issues and human resources to ensure quality and appropriate use of college resources. Lead efforts in curricular and instructional design practices to ensure that academic direction meets existing and future needs of students and the community. This includes industry and national standards as well as changes at transfer institutions.
2. Provide leadership to ensure the use of learning outcomes in courses and programs and leadership in classroom, course and program assessment that is based on continuous improvement.
3. Communicate needs and concerns of faculty to administration and communicate information from administration to faculty.
4. Provide leadership for the integration of emerging technology and pedagogy into all classes and courses.
5. Provide leadership for developing strategies to include part-time faculty into the ongoing development of instruction and the activities of the department and division.
6. Provide leadership for data-informed initiatives designed to improve student success and retention.
7. Work collaboratively to resolve college-wide issues.
 |
| 45 | 2 | Management and Administrative Responsibilities:1. Provide department leadership, establishes a positive, creative, and forward-looking environment in support of faculty, staff and students. Ensure department, division, and college goals are communicated and supported.
2. Supervise all faculty within assigned programs including involvement in Faculty Performance Review and Professional Development.
3. Cooperate with the Associate Dean, Academic Coordinator, and faculty in establishing delivery modes and class schedules that meet student learning needs, and manage the resources of the department.
4. Ensure that all classes offered by the department have highly qualified and credentialed instructors. Recruit new faculty through interviewing, selection, orientation and mentoring.
5. Oversee responsibility for all department facilities and equipment. This includes monitoring lab equipment (its appropriateness and condition), monitoring the physical condition of department facilities, and planning for equipment upgrades or replacement and facilities modernization.
6. Provide problem solving and conflict resolution to a large department made up of a diverse group of faculty, staff and students. Meet with faculty and students to address and resolve student concerns.
7. Participate and advise the Dean in the budget planning process in the department to efficiently utilize college resources and meet goals while fostering creativity and new ideas. Manage department budget throughout the year in cooperation with the finance staff.
8. Serve on division and college-wide teams as directed by the Dean.
9. Participate in professional development opportunities to maintain and improve leadership and management skills and to remain abreast of current academic trends.
10. May teach courses as necessitated by staffing and as compatible with other administrative responsibilities.
11. Adhere to the provisions of the LCC-MAHE and other employee contracts when dealing with faculty and staff to ensure fair treatment of all.
12. Enforce all department, division and college policies and procedures pertaining to faculty, staff and students.
 |
| 10 | 3 | Provide leadership as necessitated by the specific academic/disciplinary make-up of the Department. |
|  | 4 | Other duties as assigned. |

| **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.  |
| --- |
| 1. Possess a record of strong academic accomplishment relevant to the department and be able to apply this knowledge to advance the academic mission of the department.
2. Analysis and use of information for instructional decision-making (understanding of market demands).
3. Provide leadership for development of learning outcomes in courses and programs and for design of assessment tools that are used to improve instruction. (Ability to use information to improve student learning.)
4. Utilize assessment tools to develop instructional strategies that improve instruction.
5. Understand persistence and instructional strategies that improve course completion and program completion rates.
6. Provide leadership for updating and diversifying curricula on an on-going basis.
7. Utilize current and emerging instructional technologies and pedagogy.
8. Effectively evaluate faculty teaching and learning strategies and develop plans to assist faculty in improving instruction in order to improve student learning outcomes.
9. Understand and apply college policies and regulations and the principles of risk management equitably to department students, faculty and staff.
 |

| **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.  |
| --- |
| **Required**Bachelor’s degree (from a regionally accredited college or university) plus 2 years teaching experience in college-level English.Leadership experience in an academic unit.Knowledge of current technologies and how they relate to both instructional and administrative practices.Effective communication skills with faculty, staff, students, College leadership and the public.**Preferred**Master’s degree (from a regionally accredited college or university) or equivalent combination of education and experience.College-level teaching experience in English.Leadership experience in co-requisite or accelerated remediation.Supervisory experience in an academic unit. |

| **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:** Andrea Hoagland **Supervisor’s Signature:** Andrea Hoagland **Date: 8/23/2024**

**Dean/ELT’s Name:** Andrea Hoagland **Dean/ELT’s Signature:** **Date:**

**HR Rep:** Sydney Glasscoe **HR Rep Signature:**  **Date:** 9/12/2024

**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 #:** FA9926 **Date:** **9/12/2024 Supervisor’s Position #:** FA9996

## **Materials Used:**

[x]  Computer keyboard, mouse, screen

[x]  Various software

[x]  Telephone, cell phone, mobile device

[x]  Paper and pencil/pen

[x]  Projector or other audiovisual equipment

[x]  Copier, scanner, fax

[ ]  Carpentry equipment

[ ]  Electrical equipment

[ ]  Plumbing equipment

[ ]  Other: Click or tap here to enter text.

## **Mental Functions:**

[x]  Comparing (compare/contrast data, people, other data)

[x]  Synthesizing (combine data, concepts, interpretations)

[x]  Computing (math calculations or carrying out formula operations)

[x]  Compiling (gathering, classifying, evaluating data, people, other data)

[x]  Copying (entering, posting, transcribing data)

[x]  Analyzing (examining, testing data, presenting alternatives)

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

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

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

[x]  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

[x]  Reaching

[ ]  Balancing

[ ]  Crouching

[x]  Grasping

[ ]  Stooping

[ ]  Crawling

[x]  Picking/Typing/Keyboarding

[x]  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