| Date | Position # | Position Title  | Reports To: |
| --- | --- | --- | --- |
| 7/16/2024 | FA9579 | Director of K-12 Operations | FA9824 |

|  | For HR Use Only |
| --- | --- |
| Division | Department | Pay Table/Level/Grade | soc code | employment code |
| Executive Division | K-12 Operations | G4 | 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.** |
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| **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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| This position reports to the Associate Vice President of External Affairs, Development and K-12 Operations and implements and administers the K-12 Strategic Plan, which includes multi-faceted comprehensive K-12 programming. The successful candidate in this position will champion the College’s diversity initiatives to promote diversity and inclusion in K-12 programming. This position is responsible for all aspects of the administration of postsecondary enrollment options for high school students. The Director provides administrative leadership for programming and direct supervision for K-12 staff. Primary responsibilities include: supervising all postsecondary enrollment option programming; overseeing Promise scholarship activities; guiding the use of Department resources and budget to assure program outcomes are achieved; working collaboratively with internal and external stakeholders to facilitate the awarding of college credit for high school programming and the awarding of scholarships; hiring, supervising, mentoring, and evaluating staff; using problem solving and conflict resolution skills in addressing both internal and external partner concerns; and, representing both the Department and the Division on college-wide teams as well as in the greater community. 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). |
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| * FS9678 – FT Professional Support 6
* FS9626 - FT Professional Support 6
* FA9542 - Prof Tech Admin G3
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| **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.  |
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| **%** | **NO.** | **Essential Duties and Responsibilities** |
| --- | --- | --- |
| 35% | 1 | Implement the K-12 Strategic Plan. Analyze enrollment trends, instructional practices, academic issues, and human resources to ensure quality and appropriate use of college resources. Work collaboratively to resolve student and programming issues in the following areas: High School Advantage (HSA), Eaton Regional Education Service Agency (ERESA), Clinton County Regional Education Service Agency (CCRESA), dual enrollment, credit-by-exam, and other fee-for-service partnerships.  |
| 35% | 2 | Provides leadership, establishes a positive, creative, and forward-looking environment in support of K-12 Operations staff. Ensure Department, Division, and college goals are communicated and supported. Supervise all K-12 staff including timely completion of Performance Reviews and Professional Development. Oversee responsibility for all Department equipment. Plan for equipment upgrades or replacement. Provide problem solving and conflict resolution support. Plans, monitors and reconciles department budget to efficiently utilize college fund resources and meet goals while fostering creativity and new ideas. Manage Department budget throughout the year in cooperation with the finance staff.Serve on division and college-wide teams as directed by the Associate Vice President, creating opportunities to connect K-12 Operations with the infrastructure of the college. Participate in professional development opportunities to maintain and improve leadership and management skills and to remain abreast of current academic trends. Adhere to the provisions of all applicable employee contracts when dealing with faculty and staff to ensure fair treatment of all. Enforce all Department, Division, and college policies and procedures pertaining to faculty, staff and students. |
| 30% | 3 | Functions as a liaison between LCC and partner organizations to promote a smooth transition for students from secondary to postsecondary and into the workforce. Serves as a resource coordinating and facilitating postsecondary enrollment options and transition activities through Early/Middle college initiatives. Serves as a subject matter expert for secondary partners starting Early/Middle colleges and programs by providing models, developing Memoranda of Understanding, and recommending fee-for-service instructional options.  |

| **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.  |
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| LEADERSHIP: * Ability to supervise and train employees, to include organizing, prioritizing, and scheduling work assignments and coordinating the day-to-day operations.
* Ability to apply sustained effort to College, Division, and Department planning activities.
* Ability to maintain focus on critical activities and issues and assist others to do the same.
* Ability to model behaviors consistent with the values, vision and mission of the College.
* Ability to influence decisions made by internal and external partners at many levels.
* Ability to provide leadership for development and improvement of the K-12 Operations department using Plan, Do, Study, Act (PDSA) model for program improvement.
* Ability to provide leadership for updating and keeping initiative components on an on-going basis.

KNOWLEDGE: * Working knowledge of essential management and leadership skills needed for the oversight of an innovative, specialized operation within a complex, but traditional, college system.
* Knowledge of student success strategies that improve retention and persistence.
* Knowledge of college and K-12 policies and regulations and the ability to apply them in decision making.

COMMUNICATION/INFLUENCE: * Ability to communicate fully, accurately and effectively with a broad range of stakeholders from diverse cultural, educational, and social backgrounds.
* Ability to facilitate complex communication between and among very diverse groups with very diverse interests and goals.
* Ability to clarify complex and difficult ideas and plans for a variety of groups.
* Ability to facilitate participatory decision making and planning.
* Coaching skills that will assist others with problem solving, conflict resolution, and professional growth.
* Advanced written and oral communication skills.

PROBLEM SOLVING: * Strong analytic and organizational skills to support individual and participatory problem solving and planning.
* Ability to redefine circumstances in a variety of ways to help others approach problem solving and planning.
* Ability to apply knowledge and data appropriately and creatively to find solutions and best alternatives.
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| **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*** Bachelor’s degree in Education, Resource Management, Business OR equivalent combination of education and experience in a related field.
* Secondary or post-secondary administrator or program manager experience that includes providing support to students, developing business, community and K-12 partnerships and responsibilities for instructional delivery and curriculum development or similar responsible activities required.
* Demonstrated experience providing work direction or supervising others.
* Demonstrated experience working with diverse groups and developing, maintaining, and strengthening partnerships.
* Experience in budget management.
* Excellent written/oral communications and collaboration skills.
* Experience working with and using data for decision-making.
* Must be able to travel for work and possess a valid driver’s license.

**Preferred*** Master’s degree
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| **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.  |
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| Go to the ADA Checklist |

# SIGNATURES

**Supervisor’s Name:** Toni Glasscoe **Supervisor’s Signature:** **Date:** 7/18/2024

**Dean/ELT’s Name:** Toni Glasscoe **Dean/ELT’s Signature:** **Date:** 7/18/2024

**HR Rep:** Sydney Glasscoe **HR Rep Signature:** \_\_\_\_\_\_\_\_\_\_ **Date:** 7/16/2024

**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 #:** FA9579 **Date:** **7/16/2024 Supervisor’s Position #:** FA9824

## **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)

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

[x]  Depth perception (3 dimensional vision, judge distances, space)

[x]  Color vision (distinguish colors)

[x]  Field of vision (up/down and right/left)

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

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

[x]  Climbing

[x]  Kneeling

[x]  Reaching

[x]  Balancing

[ ]  Crouching

[ ]  Grasping

[x]  Stooping

[ ]  Crawling

[x]  Picking/Typing/Keyboarding

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

[x]  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