| Date | Position # | Position Title  | Reports To: |
| --- | --- | --- | --- |
| 12/6/2023 | FS9626 | Dual Credit Transition Coordinator | FA9579 |

|  | For HR Use Only |
| --- | --- |
| Division | Department | Pay Table/Level/Grade | soc code | employment code |
| Executive Division | K-12 Operations | Full-Time Professional Support 6 | 43-0000 | 5 - Other Full Time |

# Status: Please select the appropriate boxes that apply.

| **Regular/Continuing:**[x]  | **Bargaining Unit:** ESP | **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. |
| --- |
| This position reports to the Director of K-12 Operations and serves as a subject matter expert coordinating the Career and Technical Education (CTE) Direct Credit program, Traditional Dual Enrollment, and High School Advantage partnerships. The position works collaboratively with internal and external partners to plan various transition activities for students enrolling at Lansing Community College after participating an LCC dual credit program in high school. The incumbent in this position will champion the College’s diversity initiatives to promote diversity and inclusion. The position assists the Director of K-12 Operations in awarding college credit for postsecondary enrollment options (ERESA, CCRESA, traditional dual enrollment, High School Advantage, etc.) and monitors program effectiveness.  |

| **Direct Reports:** If this is a supervisory position (authority to hire, assign, discipline, approve timesheets), list position #s of those supervised). |
| --- |
| 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 grand fund expenditures to balance monthly budget). “Other duties, as assigned,” are implicit in all position descriptions.  |
| --- |

| **%** | **NO.** | **Essential Duties and Responsibilities** |
| --- | --- | --- |
| 15% | 1 | Document and maintain the process for providing postsecondary enrollment options for the secondary community. Serve as a resource establishing and coordinating dual credit partnerships, (Career and Technical Education programming, Traditional Dual Enrollment, High School Advantage, and other service for fee partnerships), and transition activities for dual credit students matriculating to LCC. Coordinates college positive and transition activities for CTE Direct Credit, High School Advantage, and Traditional Dual Enrollment. |
| 25% | 2 | Provides support for postsecondary enrollment partnerships by: making sure courses are set up correctly, students are admitted and registered, rooms are assigned, and drops and adds are processed. In addition, this position provides instructors and departmental staff with programming information and processes student grades. Use college systems to enter, retrieve, and request necessary information to support postsecondary enrollment programming. |
| 15% | 3 | Provides coordination for the traditional dual enrollment program by serving as the liaison between K-12 partners and students and internal departments including the Registrar’s Office and Student Finance. |
| 30% | 4 | Oversees the High School Advantage program, including partner onboarding, service agreements, instructor, student orientations, course scheduling, and student admissions and registration. Distributes course textbook information and student grades to partners. Gathers data and produces reports for HS Advantage programming to evaluate effectiveness. Works collaboratively with internal resources to produce reports for distribution to internal and external stakeholders. Reviews, updates, and maintains documents for internal processes. |
| 10% | 5 | Gathers and analyzes data to produce reports for postsecondary enrollment options to determine program effectiveness. Works collaboratively with internal resources to produce reports for distribution to internal and external stakeholders. |
| 5% | 6 | May assist with other divisional/department activities including closing out Credit By Examination activities, event execution, meeting and project support for the Coalition of College and Career Readiness. |

| **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:* General overall working knowledge of the College, policies and procedures
* Knowledge of College processes together with processing skills to anticipate projects and accomplish them
* Understand confidential issues and compliance with confidentiality laws and regulations
* Understand and embrace the team management philosophy
* Ability to gather and analyze data and produce reports from the data

COMMUNICATION/INFLUENCE:* Effective and professional oral and written communication skills
* Conflict resolution skills
* Provide and model excellent customer service
* Serve as a resource for the office

PROBLEM SOLVING:* Take initiative and independently perform a variety of duties and balance multiple priorities on a continuing basis
* Use critical thinking skills to analyze a situation and respond appropriately
* Ability to learn new systems and processes quickly
* Handle or redirect student complaints and see them through the process
* Accurate and thorough follow though to bring effective closure in a timely manner

LEADERSHIP:* Represent the Director of K-12 Operations in a professional manner that creates respect and confidence
* Be a self-starter and assume responsibility for tasks without direct supervision
* Manage workload and priorities in a fast paced environment

OTHER:* Possess maturity to represent the Director of K-12 Operations to various stakeholders
* Utilize effective time management skills and work effectively in a team environment or independently as needed.
* Professional demeanor
* Provide follow through on all projects
* 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
* Provide follow through on all projects
* Ability to work effectively with a diverse community
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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.  |
| --- |
| **Required*** Bachelor’s degree in Education, Resource Management, Social Work, Business or equivalent combination of education and experience in a related field.
* Significant experience providing support to students, developing business, community and K-12 partnerships or similar responsible activities.
* Experience gathering data and creating reports, working with advanced computer software, creating written materials, and working with the public.
* Experience with computer software used at the College (windows, word processing, spreadsheets, databases, room scheduler, student system, web software, flowcharting software).
* Must be able to travel for work and possess a valid driver’s license.

**Preferred**n/a |

| **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:** Toni Glasscoe **Supervisor’s Signature:** **Date:** 11/28/2023

**Dean/ELT’s Name:** Ton Glasscoe **Dean/ELT’s Signature:** **** **Date:** 11/28/2023

**HR Rep:** Sydney Glasscoe **HR Rep Signature:** \_\_\_\_\_\_\_\_ **Date:** \_12/6/2023\_\_

**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 #:** FS9626 **Date:** **11/28/2023 Supervisor’s Position #:** FA9579

## **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)

[ ]  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)

[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