



FT Teaching Faculty Job Description

DATE	POSITION #	POSITION TITLE
5/20/2019	AFF002	Full-Time Teaching Faculty – Criminal Justice (CCRESA)

DIVISION	DEPARTMENT	PAY TABLE/LEVEL/GRADE	REPORTS TO:
Technical Careers	Public Service Careers	Pay Based on FT Faculty Schedule	FA9823

STATUS: Please select the appropriate boxes that apply.

Regular/Continuing: <input type="checkbox"/>	Bargaining Unit: MAHE	Non-Bargaining: <input type="checkbox"/>	Provisional/Grant Funded: <input checked="" type="checkbox"/>	Temporary/Limited Duration: <input checked="" type="checkbox"/>
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Individual Position: <input checked="" type="checkbox"/>	Full-Time (40 hrs/wk): <input checked="" type="checkbox"/>	Part-Time: <input type="checkbox"/> _____ Hrs/Week	Pooled Position: <input type="checkbox"/>	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.

The Lansing Community College Technical Careers Division, led by exceptional faculty in over 30 program areas, is seeking individuals who possess strong knowledge and skills in their field and have a passion to share their expertise with tomorrow’s emerging workforce. We focus on providing students with high quality education and training, including significant hands-on learning opportunities. If you seek an opportunity to work with a great team of faculty and staff committed to student success in a professionally driven environment, then consider the following opportunity.

Teach courses in Criminal Justice 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 shared governance of the College. 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.

The incumbent in this position will teach high school students within the college setting through the Clinton County RESA, attend CCRESA in-service meetings, conduct student progress meetings with parents, maintain up-to-date State of Michigan curriculum quality documents (TRAC/CIP), attend award ceremonies, attend Criminal Justice program faculty meetings and meet requirements/responsibilities for full-time faculty per LCC-MAHE contract agreement. This is a weekday position that aligns with the Clinton County RESA academic school calendar. Classes are taught in St. Johns, Michigan.

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 grant fund expenditures to balance monthly budget). "Other duties, as assigned," are implicit in all position descriptions.

%	NO.	Essential Duties and Responsibilities
5	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.
5	3	Professional Growth – Maintains knowledge of current developments in subject area and incorporates new knowledge into instruction.
20	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.
10	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 participates actively in the shared governance system.
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

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.

This instructor will need exceptional communications skills to provide the information of these college-level courses to high school students in the junior and senior grades. With the location being in St. Johns it is important that this person also be able to have problem-solving, decision-making and leadership capabilities that reflect the policies, procedures, and concepts of the College and the Public Service Careers Program.



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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 Criminal Justice or in a related/relevant field
- Five (5) years' minimum experience in the professional field, including two (2) years' Corrections experience with direct control and custody in a secured facility

Preferred

- Previously approved by the Michigan Correctional Officers Training Council

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: Type here

Supervisor's Signature: Timothy W. Egan Date: 5/21/2019

Dean/ELT's Name: Type here

Dean/ELT's Signature: Madeline Date: 5/21/19

HR Rep: Sydney Glasscoe

HR Rep Signature: Sydney Glasscoe Date: 5/28/19

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 #: AFF002

Date: 5/20/2019

Supervisor's Position #: FA9823

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