

# POSITION DESCRIPTION

## CARDINAL JUMPSTART COORDINATOR

**Reports to: Dean of Career & Technical  
Education and Workforce**

**Organizational Unit: Professional Staff**

**Salary Range: Coordinator/Coach/Counselor, Exempt, Full Time**

**Revision Date: March 2024**

### I. Basic Purpose of Position

The Cardinal Jumpstart Coordinator collaborates with school districts needs and leads the development and implementation of programs and courses in response to those needs. Serves as the primary liaison between high schools and the College and ensures compliance with state and other standards/regulations. The primary responsibilities of the Cardinal Jumpstart Coordinator are scheduling and coordinating concurrent/dual credit course offerings in area high schools and assisting high school counselors with advising and enrolling students interested in taking college courses. Serves as the primary advisor for high school students.

Contacts with others include high school and college faculty and staff, students, and parents. The Coordinator plays a critical role in the development of concurrent/dual credit agreements for the college and high schools.

### II. Essential Job Functions

- A. Ability to recommend the hiring instructors and building coordinators for concurrent/dual credit courses
- B. Ability to assist with concurrent instructor evaluations
- C. Ability to prepare the schedule for concurrent/dual credit offerings
- D. Ability to serve as primary advisor of high school students and assist as an advisor for other majors during the summer
- E. Ability to prepare Cardinal Jumpstart budget
- F. Ability to check enrollment and finalize contracts for concurrent/dual credit adjunct instructors and LCC building coordinators once enrollment is verified
- G. Ability to assist with the LCC website regarding concurrent/dual credit information
- H. Ability to conduct in-service meetings with instructors and building coordinators
- I. Ability to organize and hold high school advisory board meetings annually
- J. Ability to advise high school students for enrollment
- K. Ability to monitor paper work due from concurrent and dual credit adjuncts (syllabi, certification rosters, digital grades, and outcomes)
- L. Ability to prepare program/departmental reviews as required
- M. Ability to monitor textbooks and coordinate high school and college textbooks
- N. Ability to coordinate student billings and payment plans with the LCC Business Office
- O. Ability to coordinate parent billing communications
- P. Ability to serve as liaison between high schools, LCC main campus and Cherokee Center
- Q. Ability to promote instructor professional development opportunities (videos, workshops, etc.)
- R. Ability to prepare and make available the Cardinal Jumpstart student handbook

- S. Seeks opportunities to create additional college credit opportunities for high school students through collaboration with the LCC Administration
- T. Ensures adherence to national and state standards and accreditation requirements as applicable; determines, catalogues, tracks, maintains, and updates necessary compliance documentation
- U. Ability to provide the VPAA high school information for KBOR's annual report, as required and be aware of changing requirements
- V. Ability to create and update CEP agreements and instructor course agreements for concurrent courses following KBOR regulations
- W. Remains competent and current through self-directed professional reading, developing professional contacts with colleagues including but not limited to attending statewide meetings, attending professional development courses, and attending training and/or courses as appropriate
- X. Analyzes cost requirements and makes recommendations for fee structures to LCC Administration
- Y. Ability to complete degree/certificate checks high school students
- Z. Ability to follow all LCC policy and procedures
- AA. Ability to perform other duties as assigned
- AA. Ability to maintain regular and timely attendance

### III. **Consulting Tasks**

- A. Concurrent/dual credit and full-time faculty with student concerns
- B. Concurrent/dual credit faculty with communication with full-time faculty
- C. Area high school administrators and counselors to serve needs of concurrent/dual credit students
- D. LCC Business Office and Admissions staff
- E. Parents of high school students with questions/concerns

### IV. **Supervises the Following Staff**

None

### V. **Knowledge, Skills and Abilities**

#### Knowledge of:

- Related regulations and standards including FERPA guidelines;
- Concurrent/Dual credit offerings at either high school or community college levels;
- Educational needs of diverse populations;
- Trends and best practices in concurrent/dual credit from a state and national level.
- Education initiatives in Kansas.

#### Skills in:

- Monitoring and evaluating programs/courses/curriculum;
- Project coordination;
- Operating computers and software such as Word, Excel, and Power Point.

#### Ability to:

- Work independently;
- Plan and schedule work to meet deadlines;

- Work effectively with diverse academic, cultural and ethnic backgrounds of high school and community college students and staff;
- Effectively communicate in oral and written form;
- Operate a variety of office equipment.

## **VI. Required Qualifications**

- A. Bachelor's degree in an appropriate field from an accredited institution
- B. Experience in higher education and/or high school environment
- C. Ability to work with people from diverse backgrounds, interests, and abilities
- D. Strong interpersonal and written communication skills
- E. Attention to detail and strong organizational skills
- F. Valid Driver's License

## **VII. Preferred Experience**

- A. Community college teaching experience
- B. Experience coordinating programs and/or activities with multiple stakeholders
- C. Experience advising students
- D. Experience scheduling courses
- E. Experience with concurrent / dual credit courses
- F. Experience with Excel and CTE initiatives
- G. Experience evaluating instructors

## **VIII. Working Conditions/Environment**

- A. Some off campus and occasional out of service area travel required
- B. Must be flexible and adapt well to changes
- C. Busy office conditions