



LIGHTHOUSE PRIVATE CHRISTIAN COLLEGE

POLICY MANUAL

VOLUME ONE 2024-2025

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APPENDIX

Accreditations and Licensure

Lighthouse Christian College is licensed by the Commission for Independent Education, Florida Department of Education. Additional information regarding Lighthouse Christian College (ID: 10177) may be obtained by contacting the Commission for Independent Education, Department of Education, 325 West Gaines Street, Suite 1414, Tallahassee, Florida 32399-0400; toll free telephone number 888-224-6684. Lighthouse Christian College is not accredited by any accreditation agency.

Change of Policy

Information provided by this handbook is subject to change without notice and does not constitute a contract between Lighthouse Christian College and an employee. Material included herein is based on information available as of Fall 2024.

Lighthouse Christian College reserves the right to add, revise, or drop , to implement new policies and procedures, and to change published calendars as it deems necessary. Every effort will be made to keep inconvenience to a minimum when these changes occur.

This LCC policy manual supersedes and replaces all previous versions of the Lighthouse Christian College policy manuals. New or modified College policies are effective immediately upon publication online unless otherwise noted.

Discrimination-Free Environment Policy

Purpose

Our institution is committed to maintaining a work and learning environment that is free from discrimination, harassment, and bias. This policy outlines our commitment to treating all individuals with dignity and respect, regardless of their background, identity, or characteristics.

Scope

This policy applies to all employees, students, contractors, visitors, and anyone associated with our institution.

Policy Statement

1. Equal Opportunity: Lighthouse Christian College (LCC) provides equal employment and educational opportunities to all individuals without regard to race, color, national origin, disability (physical or mental), sex, age, sexual orientation, or parental status.
2. Prohibited Conduct:
 - Discrimination: Treating someone unfairly based on protected characteristics.
 - Harassment: Unwelcome conduct that creates a hostile or intimidating environment.
 - Retaliation: Taking adverse actions against someone who reports discrimination or participates in an investigation.
3. Reporting and Investigation:
 - Anyone who experiences or witnesses' discrimination or harassment should report it promptly to their immediate supervisor, or designated reporting channels.
 - LCC will conduct thorough, impartial, and confidential investigations into all complaints.
4. Prevention and Training:
 - Regular training programs will educate employees and students about their rights, responsibilities, and the importance of maintaining a discrimination-free environment.
 - We promote awareness and understanding of diversity and inclusion.
5. Consequences:
 - Violations of this policy may result in disciplinary action, up to and including termination or expulsion.
 - We encourage corrective actions and remedial measures to prevent recurrence.
6. Non-Retaliation:
 - LCC prohibits retaliation against anyone who reports discrimination or participates in an investigation.

Commitment

LCC is dedicated to fostering a respectful, diverse, and discrimination-free environment. We encourage open dialogue, empathy, and continuous improvement.

Sexual Harassment Policy

Purpose

Lighthouse Christian College (LCC) is committed to providing a work and educational environment free from sexual harassment. This policy outlines our stance against sexual harassment, the reporting process, and the consequences for violations.

Scope

This policy applies to all employees, students, contractors, visitors, and anyone associated with LCC.

Policy Statement

1. Definition of Sexual Harassment:
 - Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal, physical, or visual conduct of a sexual nature.
 - It encompasses both explicit and subtle behaviors that create a hostile, intimidating, or offensive environment.
2. Prohibited Conduct:
 - Unwanted sexual advances or propositions.
 - Offensive comments, jokes, or gestures related to sex or gender.
 - Display of sexually suggestive material.
 - Retaliation against someone who reports sexual harassment.
3. Reporting Procedure:
 - Anyone who experiences or witnesses' sexual harassment should report it promptly to their immediate supervisor, Human Resources, or designated reporting channels.
 - Confidentiality will be maintained to the extent possible during investigations.
4. Investigation and Resolution:
 - LCC will conduct thorough, impartial, and timely investigations into all complaints.
 - Appropriate corrective actions will be taken based on the investigation findings.
5. Consequences:
 - Violations of this policy may result in disciplinary action, up to and including termination or expulsion.
 - We prioritize victim safety and ensure non-retaliation for reporting.
6. Prevention and Training:
 - Regular training programs will educate employees and students about sexual harassment prevention, bystander intervention, and reporting procedures.
 - LCC promotes awareness and understanding of consent and boundaries.
7. Support Resources:
 - The college provides information on available resources, such as counseling services and external support organizations.
8. Record Keeping: The institution will maintain records related to grievances, investigations, and resolutions at its central office located 625 North 9th Avenue, Pensacola, FL 32501.

Commitment

Lighthouse Christian College (LCC) is dedicated to fostering a respectful, inclusive, and harassment-free environment. We encourage open communication and active participation in preventing sexual harassment.

Faculty and Staff Grievance Policy

Purpose

Lighthouse Christian College (LCC) is committed to addressing grievances promptly, fairly, and confidentially. This policy outlines the procedures for resolving disputes between faculty, staff, and administrators.

Scope

This policy applies to all faculty and staff members employed by LCC.

Policy Statement

1. Informal Resolution:
 - We encourage individuals to resolve grievances informally whenever possible.
 - Faculty and staff should engage daily in open communication, seeking resolution through dialogue and understanding.
2. Formal Grievance Process:
 - When informal resolution fails, individuals may initiate a formal grievance process.
 - The grievant must submit a written statement outlining the grievance, including relevant facts, dates, and parties involved.
 - The designated office, Human Resources, will review the grievance and initiate an investigation.
3. Investigation and Resolution:
 - An impartial investigator will be appointed to gather relevant information, interview involved parties, and assess evidence.
 - The investigator will provide a written report with findings and recommendations.
 - LCC will take appropriate corrective actions based on the investigation results.
4. Appeals:
 - If dissatisfied with the resolution, the grievant may appeal within the period of 5 business days.
 - The appeal process involves a review by a higher-level authority or committee.
 - Decisions made during the appeal process are final.
5. Confidentiality and Non-Retaliation:
 - All parties involved must maintain confidentiality during the grievance process.
 - Retaliation against the grievant or any participant is strictly prohibited.
6. Timelines:
 - LCC will adhere to reasonable timelines for each step of the process.
 - Extensions may be granted under exceptional circumstances.
7. Record Keeping:
 - LCC will maintain records related to grievances, investigations, and resolutions at its central office located 625 North 9th Avenue, Pensacola, FL 32501.

Commitment

Lighthouse Christian College is committed to fostering a respectful and supportive work environment. We encourage open communication and fair treatment for all faculty and staff members.

History of Lighthouse Christian Schools

Lighthouse Private Christian Academy began in 2004, directly after Hurricane Ivan devastated our Florida coast. In response to the schools that were shut down at that time, Lighthouse emerged. Since then, we have grown from 18 pre-k students in one small room in a back of a Church to 5 large campuses in Okaloosa, Santa Rosa and Escambia counties. We utilize almost 40,000 square feet while serving students from age 4 (VPK) to age 18 (12th grade). LPCA is a not-for-profit 501c3 educational organization.

For several years our Lighthouse President, Dr. Joanna Johannes, dreamed of extending services to higher education. After a few years of preparation Lighthouse Christian College was approved in August of 2022. Our first classes began on August 20th, 2022 with eight students.

The Lighthouse central office is in the heart of the historic district of Pensacola, Florida. The office is a beautiful 3-story colonial commercial building, consisting of 7100 sq feet, which was built in 2006 to replicate the look of the historical area. Even though Lighthouse Christian College is an on-line only program, we are pleased to offer this building as a place for students to use a computer and be tutored if they live locally or are visiting. Beyond the scope of its main campus, Lighthouse Private Christian Academy also owns an athletic campus located in Gulf Breeze, Florida.

Statement of Faith

We believe the Bible is the written word of God, inspired by the Holy Spirit and without error in the original manuscripts.

The Bible is the revelation of God's truth and is infallible and authoritative in all matters of faith and practice.

We believe in the Holy Trinity. There is one God, who exists eternally in three persons: the Father, the Son, and the Holy Spirit.

We believe that all are sinners and totally unable to save themselves from God's displeasure, except by His mercy.

We believe that Jesus Christ is the eternal Son of God, who through His perfect life and sacrificial death atoned for the sins of all who will trust in Him, alone, for salvation.

We believe that the Holy Spirit indwells God's people and gives them the strength and wisdom to trust Christ and follow Him.

MISSION

To develop principled leaders that have a passion for dynamic businesses designed to promote Christian values and ethical practices.

Innovation

To provide innovative, non-denominational, faith-based revolutionary business training.

Leadership

To provide highly qualified faculty comprised of business owners and leaders across multiple disciplines.

Success

To open doors for LCC graduates so that they will have new opportunities for the betterment of society and a successful life of service to Christ.

Vision

To become a national leader in collaborative career-focused Business education that will equip its graduates to visualize and achieve excellence in a dynamic global community.

Goals

Lighthouse Christian College is pursuing the following aspirations for the College's new life over the next seven years:

Goal1:AcademicExcellence:

Enhance the undergraduate program and student services to give students the knowledge and abilities they need to stand out both professionally and intellectually in the marketplace of today.

Goal2:StudentServices

Establish new services for student support that will help them with their academic, co-curricular, and career goals.

Goal3:EstablishAdvancementandPartnerships

Launch an external outreach campaign to enhance prospects for collaborating with other organizations, foundations, governmental bodies, and corporate associates in ways that augment possible financial streams and generate alliances for reciprocal advantage.

Goal4: StudentEnrolment,RecruitmentandRetention

To increase enrollment, enhance recruitment strategies, and draw in and retain a diverse student group.

Goal5:PRODUCTION&RESOURCESIMPROVEMENT:

Optimize system investments, realign infrastructure with changing needs, secure confidential data, reduce waste from technology use, and further streamline operations where efficiencies can be gained in order to improve the college's institutional resources.

Other Institutional Objectives:

The objectives that Lighthouse Christian College seeks.

- To impart in each student the understanding that God is the ultimate source of reality and that the only path to achieving one's academic and personal performance goals is to submit to God's revealed Will.
- To impart the general education and foundational communication skills needed to cultivate a lifelong love of learning and intellectual curiosity.
- To provide undergraduate and graduate programs that prepare students for graduate and post graduate study or marketplace employment.
- To graduate students who, both orally and in writing, clearly convey their observations, experiences, and conclusions about the world they live in while exercising careful, logical thought.
- To graduate students who demonstrate proficiency in their fields, morality in their interactions with others, and empathy for everyone in line with a Christian education.
- To impart the information and fundamental computer skills required to compete in the technology world.
- To give students who are under performing the chance to make up for their academic limitations.

Administration Job Descriptions

President/ CEO:

The President shall be the Chief Executive Officer of the college. All administrative officers, faculty, and other staff members shall be responsible to him/her for the performance of their duties and subject to his/her direction. The president shall be responsible only to the Board of Trustees. He/she shall hold office until he/she resigns, retires, or his/her contract expires. The president shall perform such duties as are traditionally the responsibility of a college president and the Board of Trustees may delegate such other duties as to the office. Must demonstrate a personal relationship with Christ. These duties shall include, but are not limited to:

1. Enforcement of all rules and regulations of the Board of Trustees, and shall have such authority as is necessary to accomplish this, including the power to relieve any officer of internal administration, faculty member, or employee from the performance of his college functions pending action by the Executive Committee or the Board upon appeal by the person thus relieved or upon charges which the president is in such case required to file with the Executive Committee of the Board not later than the next regular meeting.
2. Responsible for providing leadership in the development of policies concerning admission, retention, and graduation of students.
3. Responsible for recommending to the Board of Trustees such administrative organizations, executive offices, and staff positions as will best enable him/her to discharge his/her numerous duties and with the approval the Board shall appoint and/or remove such personnel as in his/her judgment circumstances require.
4. Responsible for the preparation of the budget of the college, with the assistance of the Chief Financial Officer. He/she shall submit it with his/her recommendations to the Executive Committee of the Board of Trustees and administer the budget as approved by the Board of Trustees and administer the budget as approved by the Board; with Executive committee he/she shall also be responsible for long-range financial planning for the college.
5. Be the channel of official communications and recommendations between the faculty members, other officers, employees, and students of the college, and the Board of Trustees. Such communications and recommendations shall be in writing, shall be open to the president and shall be transmitted by him/her with such recommendations as he/she chooses to make to the Executive Committee of the Board of Trustees at its next meeting following receipt of the communication by the president.
6. Must demonstrate a personal relationship with Christ.

VICE-PRESIDENT & COO

The Vice President is required to have business acumen, administrative and leadership experience and demonstrated commitment to academic excellence, scholarship, and research: understand the role of Lighthouse Christian College and adding value to the society at large and to various communities of which the College is a part. Must be knowledgeable of strategic planning, coupled with a proven record of successful initiation and implementation of major projects and new programs. Must be an effective communicator with all College constituencies and be committed to broadening the College's national and international visibility and reputation.

The Vice President of Lighthouse Christian College will:

1. Have a record of teaching and/or scholarship that would justify appointment as a tenured Professor or be a tenured Professor.
2. An administrative record of progressively increasing responsibility including budget planning and monitoring; strategic planning, and accreditation experience.

3. An understanding of higher education and the requirements for excellence, ethics, integrity and unity of purpose, effective practices and a demonstrated commitment to diversity and the application of Christian principles.
4. Must demonstrate a personal relationship with Christ.

VP Duties and Responsibilities:

1. Assists the College President in overseeing the operations and administrative duties of the institution and keeps the College President informed about the College operations and related issues and concerns.
2. Represent the College at external functions on behalf of the President and foster relationships and partnerships with community agencies and other educational institutions.
3. Conduct meetings with the leadership team to review goals and objectives, maximize resources, monitor systems and projects to strengthen effectiveness and meet student and community needs.
4. Maintain an annual division-wide plan to support the College's strategic plan and operational tactical plan.
5. Establish and monitor key performance indicators and benchmarks in major operational areas.
6. Ensures the appropriate and effective administration of institutional resources.
7. Engage administrators, students, faculty, staff, community leaders and citizens to share information and engage in shared problem-solving; and participating in key College committees.
8. Assume other duties as assigned by the President.
9. Must demonstrate a personal relationship with Christ

DEAN OF ACADEMIC, PROVOST & STUDENT AFFAIRS

Job Summary: The Dean of Academic & Student Affairs shall be appointed the President and shall be responsible to the President. The Dean of Academic & Student Affairs acts as the chief academic officer, developing administrative, personnel and academic policies and programs for the college. She/he develops and oversees curriculum, development of the class schedules and student orientation to the college; supervises the library and all faculty personnel, faculty evaluations, all academic programs, academic standards, and academic records. He shall preside over meetings of the Campus Life Commission, which includes students, faculty, and administrators, who are responsible for specific services to college students, *coordinate* the tutorial services and testing. He/she shall be responsible for the proper administration of trustee policies on student life, health, housing, discipline, scholarship, and other forms of student assistance, and all matters related to student non-academic activities. This position also entails other responsibilities and other duties assigned. The Dean's authority and areas of supervision may be adjusted from time to time in the discretion of the President in accord with the needs of the institution. This position also entails other responsibilities and other duties assigned.

Minimal qualifications include:

- A minimum of a master's degree in an academic field.
- Teaching and administrative experience.
- Higher Education experience as an instructional leader, with curriculum, pedagogy.
- Experienced leader for classroom management and student discipline matters.
- Experienced instructional leadership with reading, writing and math initiatives.
- Strong communication and facilitation skills, including technology.
- Team player and experience with collaboration; and
- Ability to work under pressure adapting easily.

Must demonstrate a personal relationship with Christ.

CHIEF FINANCIAL OFFICER

Job Summary: The CFO shall be approved by the President and shall be responsible to the President or his/her designee. The Chief Financial Officer shall be responsible for the proper administration of the business affairs of the

college, for the administration of the policies and programs relating to the control of internal budget operations, financial audits, material purchasing, and the operation and control of auxiliary enterprises. The Chief Financial Officer shall accurately prepare and present all available data which are essential to the preparation of the budget, assist the President in the preparation of the annual budget of the college, and perform such other duties as the President may direct. This position also entails other responsibilities and other duties assigned.

Minimal qualifications include:

- Bachelor's degree in accounting or business (MBA preferred);
- Experience in Higher Education.
- Proficient in Microsoft Excel, Access, and Word.
- Must have a thorough knowledge of accounting software and Generally Accepted Accounting Principles; and
- At least five years of experience in accounting and supervision.

Must demonstrate a personal relationship with Christ

JOB DESCRIPTIONS DIVISION OF THE PRESIDENT'S OFFICE

ADMINISTRATIVE/OFFICE CLERK

Job Summary: Assists answers to the President. Performs responsible, sometimes confidential duties and routine administrative functions. Types and proofreads reports, correspondence, forms, etc.; may type confidential materials; may use word processing equipment. Answers the telephone, takes and relays messages and responds to phone inquiries. Assists at counter answering questions and helping the public in researching information contained in a variety of public records. Assists in the completion of exemption forms and the retrieval and research of recorded documents. Makes and confirms appointments as directed and receives and schedules visitors.

Minimal qualifications include:

- High school diploma or general education degree (GED) with courses in general office procedures, bookkeeping and computer entry.
- At least one year of responsible office/clerical experience or equivalent combination of education and experience.
- Skill in operating a typewriter, personal computer, on-line computer terminal, various printers, fax machine and other office equipment are necessary.

Must demonstrate a personal relationship with Christ

DIRECTOR OF COMMUNITY, ALUMNI AFFAIRS & CHURCH RELATIONS

Job Summary: The Director of Community, Alumni Affairs and Church Relations is responsible for the planning and implementation of programs and projects that strategically engage alumni in strengthening programs. Serving as ambassador, the Director of Community, Alumni Affairs and Church Relations is charged with securing commitments from alumni to provide professional expertise and volunteer service; collaborating with colleagues in the administrative offices, local churches, (including, but not limited to Admissions, Development, Public Affairs and Student Affairs). The Director of Community, Alumni Affairs and Church Relations reports to the President and is a member of the Institutional Advancement Team. This position also entails other responsibilities and other duties assigned.

Minimal qualifications include:

- A bachelor's degree or 5 years' experience in Church Relations, recruiting and directing volunteers.
- Ability to travel and work evenings and weekends as needed.
- The demonstrative ability to strategize, implement and build constituency programs and activities, along with a talent for motivating volunteers.

- Ability to organize and complete multiple tasks simultaneously with close attention to detail and prioritization to meet deadlines.
- High professional and ethical standards for handling confidential information.
- Flexibility and initiative, as well as the ability to work independently, combined with the skills for thriving in a team environment to achieve institutional goals.
- Demonstrably strong writing, planning and organizational skills; and
- Excellent communication and interpersonal skills, together with the ability to work collaboratively and courteously with colleagues throughout the institute, alumni, local church, volunteers, other constituents, and the public.
- Must demonstrate a personal relationship with Christ

DIRECTOR OF HUMAN RESOURCES

Job Summary: Oversees human resources functions, including compensation, benefits, and recruitment, transactions, operations, and employee relations. Develops and implements personnel policies consistent with overall objectives. Serves as job expert or organization resource in assigned area. Assists in the planning and organizing of the unit's work to meet the unit's objective. Reviews operations for compliance with applicable regulations and standards. Participates in strategic planning. Assists with the design and execution of special events, projects, and activities. Coordinates employee performance and appraisal programs. Oversees the record management function including maintenance, retention, transfer, and disposition of personnel records and files. Oversees the development, revision, and maintenance of comprehensive job descriptions. Provides information and advice to employees, supervisors and managers regarding employee relations issues and personnel policies, practices, and regulations. Reviews and evaluates proposed or newly enacted State and Federal laws governing personnel administration. Coordinate and conducts training on human resource program-related topics and issues. Identifies current and prospective staffing requirements, prepares and posts notices and advertisements, and collects and screens applications. Coordinates and conducts recruitment program following State and Federal laws, rules, and regulations and in accordance with agency policies and procedures. Serves on various committees as assigned. This position also entails other responsibilities and other duties assigned.

Minimal qualifications include:

- Must have demonstrated proficiency with applicable laws/regulations and management theories.
- Strong organizational skills in the areas of operations, budget, and project administration.
- Effective interface with diverse groups; effective supervisory skills.
- Experience must include hands-on responsibility for the full scope of human resources activities, both operations and analysis.
- Candidates must possess a bachelor's degree; an advanced degree or professional certification preferred, or the equivalent combination of education and experience.
- Must demonstrate a personal relationship with Christ

JOB DESCRIPTIONS DIVISION OF THE VICE-PRESIDENT

ADMINISTRATIVE ASSISTANT

Job Summary: Assists and answers to the Vice President. Performs responsible, sometimes confidential duties and routine administrative functions. Types and proofreads reports, correspondence, forms, etc.; may type confidential materials; may use word processing equipment. Answers the telephone, takes and relays messages and responds to phone inquiries. Assists at counter answering questions and helping the public in researching information contained in a variety of public records. Assists in the completion of exemption forms and the retrieval and research of recorded documents. Makes and confirms appointments as directed and receives and schedules visitors.

Minimal qualifications include:

- High school diploma or general education degree (GED) with courses in general office procedures, bookkeeping and computer entry; Associate degree preferred.
- At least one year of responsible office/clerical experience or equivalent combination of education and experience.
- Skill in operating a typewriter, personal computer, on-line computer terminal, various printers, fax machine and other office equipment are necessary.
- Must demonstrate a personal relationship with Christ

Director of Institutional Advancement, Assessment, Research and Planning

Job Summary: The Director is responsible for gathering, maintaining, assessing, and analyzing the institution's data for internal decision-making purposes and external reporting requirements. The Director is responsible for developing and maintaining the institution's long-range goals, ensuring they are mission-driven, based on reliable data and consistent with accreditation criteria. The Director provides support to the College's assessment program through direct support of the academic units by consulting, developing, measuring, and analyzing learning outcomes and administrative units developing, measuring, and analyzing performance outcomes. In addition, the Director assists with the maintenance of a comprehensive institutional assessment database and reports on college assessment activities as requested and recommends policies and procedures to improve the College's institutional effectiveness program and performs other duties as may be required. The Director also provides oversight for accreditation review processes and serves as the College's internal clearinghouse whose primary responsibility is to collect, store, and disseminate institutional data.

Minimal qualifications include:

- Bachelor's Degree (master's degree in statistics or doctorate preferred);
- Demonstrated knowledge of statistics; and demonstrated knowledge of educational research and issues in higher education;
- The ability to prepare high-level quantitative and qualitative statistical analyses focusing on critical academic metrics;
- The ability to effectively present information and address questions from a campus community; and
- Effective communication skills with a proven ability to foster collaborative efforts within a diverse community.
- Must demonstrate a personal relationship with Christ

DIRECTOR OF SPONSORED PROGRAMS & SPECIAL PROJECTS

Job Summary: Design, write, lead, and oversee the execution of a college-wide public and private grants program in keeping with the needs, priorities, and competencies of the institution and its faculty and staff. Efforts range from finding grant sources and informing appropriate individuals; assisting with and overseeing the development and writing processes; and assisting with final grant production, presentation, and achievement. Research and interpret funding opportunities and requests for proposals from government agencies and foundations to determine appropriateness for the College; evaluate and recommend how best to respond. Create Memorandums of Understanding (MOUs) as a result of the development of partnerships with external entities needed to implement the sponsored programs and/or grant requests.

Minimal qualifications include:

- Master's Degree or equivalent experience
- Ability to manage multiple priorities in a fast-paced environment
- Ability to interact effectively with Office of Sponsored Programs' stakeholders, including administrators, faculty, staff, students, governmental agencies, and other prospective funding sources.

- Evidence of excellent written and oral communication skills.
- Must demonstrate a personal relationship with Christ

CAREER PLACEMENT COUNSELOR

Job Summary: The Career Counselor shall be responsible for providing leadership for career services. This includes providing comprehensive services and information resources that enable students to take active responsibility for their career decision and job search; equipping students for making career plans by facilitating awareness of their work-related strengths, interests, and values and understanding the world of work; preparing students for finding suitable employment by enhancing their job search skills and capacity to express the relevance of strengths to employers; and fostering relationships with the employer community to provide students with opportunities to develop professional skills, integrate academic learning from work, and find jobs.

Minimum Qualifications

- Bachelor's degree in a related field and three years of experience.
- Knowledge of models of disability and inclusive educational design and their application in higher education
- Working knowledge of common computer applications (e.g., Word, PowerPoint, databases)
- Strong written and interpersonal communication skills
- Skill at developing and delivering professional presentations and workshops
- Must demonstrate a personal relationship with Christ

Demonstrate experience to work with people from diverse backgrounds, cultures, and inclusive of racial, ethnic, religious, political, sexual orientation, gender identify, and perspective.

JOB DESCRIPTIONS: DIVISION OF VICE PRESIDENT OF ENROLLMENT MANGEMENT

ADMINISTRATIVE ASSISTANT

Job Summary: Answers to the VP of enrollment management. Performs responsible, sometimes confidential duties and routine administrative functions. Types and proofreads reports, correspondence, forms, etc.; may type confidential materials; may use word processing equipment. Answers the telephone, takes and relays messages and responds to phone inquiries. Assists at counter answering questions and helping the public in researching information contained in a variety of public records. Assists in the completion of exemption forms and the retrieval and research of recorded documents. Makes and confirms appointments as directed and receives and schedules visitors.

Minimal qualifications include:

- High school diploma or general education degree (GED) with courses in general office procedures, bookkeeping and computer entry; associate's degree preferred.
- At least one year of responsible office/clerical experience or equivalent combination of education and experience.
- Skill in operating a typewriter, personal computer, on-line computer terminal, various printers, fax machine and other office equipment are necessary.
- Must demonstrate a personal relationship with Christ.

DIRECTOR OF ENROLLMENT MANAGEMENT

Job Summary: The Director of Enrollment Management provides leadership in enrollment management and all related functional areas of the College including Recruiting, Admissions, Registrar, and Financial Aid. The Director ensures that the division meets its enrollment goals and delivers positive, student-centered services to all

prospective and current students.

- Serves as a key leader in ensuring that all Enrollment Management functional areas have processes, policies, technology, and resources necessary to achieve enrollment and student success goals.
- Maintains knowledge of best practices, new developments and innovative recruiting and enrollment strategies in community colleges and higher education.
- Implements and maintains a data tracking and evaluation system to evaluate the progress of students from outreach through enrollment.
- Ensures compliance with all state regulations, federal laws. Processes yearly renewal with the CIE.
- Maintains overall responsibility for planning, management, and monitoring of Enrollment Management budget.
- Provides primary leadership directly or through intermediate managers in planning, implementing, evaluating, and coordinating registration and student records.
- Supervises the staff by assigning and delegating tasks, providing direction, resolving work problems, communicating job expectations, training employees, and developing professional growth opportunities.
- Provides leadership direction to the Financial Aid Coordinators and Default Management Team.
- Develop and/or maintain processes that maximize efficiencies of the staff for the achievement of enrollment goals.
- Provides leadership direction for long term planning of the College's student information system for the support of enrollment management processes.
- Coordinates with the Dean of Academic and Student Affairs regarding the academic calendar or other related activities that may involve Enrollment Management.
- Recommends and participates in the development of policy as necessary to properly implement effective enrollment services and student support programs. Carries out, explains, interprets, and enforces policy.
- Oversees the administration of academic progress, graduation evaluations, transfer credit evaluations, and the annual commencement ceremony and related activities.
- Must demonstrate a personal relationship with Christ.

Minimum Qualifications include a bachelor's degree in business, a student services discipline, education or related area or a minimum of seven years college administration experience primarily in the areas of Enrollment Management, Admissions, Student Records, and Registration. Experience in budget, supervision, student services planning, and data management is required.

DIRECTOR OF FINANCIAL AID

Job Summary: The Director of Financial Aid is responsible for directing the overall operation of student financial aid services, reviewing the packaging of financial aid awards, and counseling students regarding financial aid information. This position is governed by state and federal laws and agency/institution policy. The Director monitors expenditures of all students' financial aid programs, develops policies and procedures concerning awards, prepares various reports on financial aid activities, monitors processing of awards and verification of information, and keeps abreast of state and federal financial aid regulations. The Director assigns students participating in college work study programs, receives deposits, and authorizes disbursement of private and campus-based scholarship funds as needed. The Director interviews students to evaluate financial aid application, determines financial needs of students, prepares financial aid packages such as loans, grants, and scholarships and answers questions concerning awards. The Director administers financial aid presentations/workshops for high school students, transfer students, and academic advisors. This position also entails other responsibilities and other duties assigned.

Minimal qualifications include:

- Education equivalent of a bachelor's in general business or related field.

- Three years of experience in student financial aid or related area, including one year in a supervisory or leadership capacity.
- Additional requirements determined by the college, for recruiting purposes, require review and approval by the Office of Personnel Management.
- Must demonstrate a personal relationship with Christ

FINANCIAL AID COUNSELOR

Job Summary: The Financial Aid Counselor maintains a portfolio of files and is responsible for all aspects of awarding. The duties of this position include, but are not limited to, processing applications, analysis of award eligibility, file verification, and coordination of aid from various sources including the institution, state and federal government, and outside sources according to federal, state, and institutional guidelines. The Counselor is also responsible to certify federal and alternative loans, including the coordination of federal loan counseling requirements, and will communicate with students regarding all aspects of Financial Aid. This person reports to the Director of Financial Aid.

Minimal qualifications include:

- High School Diploma or GED; Associate degree or equivalent.
- Strong general computer skills with experience in Microsoft Office.
- Strong oral and written communication skills; ability to communicate effectively and professionally with a variety of different groups including students, government agencies, vendors, and offices within the College.
- Experience with Financial Aid programs.
- Excellent math, analytical, and data interpretation skills.
- Must demonstrate a personal relationship with Christ

FINANCIAL AID COORDINATOR

Job Summary: The Financial Aid Coordinator will assist students with their financial aid applications, verifications, awards, and related matters. This person will also serve as the office manager, including data entry, organizing, and maintaining accurate and complete financial records, handling confidential records, tracking students' academic progress, gathering, and analyzing information for state and federal reports and audits, and working with the business office and the registrar during registrations, etc. This is a security sensitive position that must follow all Federal and State regulations and guidance.

A. Financial Aid - 75%.

- Assist students with financial aid and loan program applications, verifications, and related paperwork.
- Assist with the interpretation and implementation of state and federal financial aid policies and regulations.
- Monitor student academic progress.
- Utilize computer assisted financial aid record keeping.
- Provide information to prospective and enrolled students.
- Assist with financial aid presentations on campus, in the community, and at area high schools
- Assist with developing and/or updating all online financial aid forms and keeps up with state and federal form revisions.
- Review and input data from students' files for all awards.
- Monitor requirements for tuition waivers and maintain necessary documentation.
- Participate in local, regional, state, and federal organizations workshops to maintain current information on financial aid regulations per supervisor's request.
- Assist with the selection, training, supervision, and evaluation of student workers.
- Coordinate work activities with other student services personnel, specifically the Student Accounts Representative.

- Conduct entrance /exit interview sessions.
 - Respond to inquiries sent through Financial Aid e-mail account.
- Serves as front-line person responding professionally and courteously to all inquiries from constituents, i.e. students, parents, lenders, faculty, administrative and support staff through personal and telephone communications.
- Attend and participate in meetings as required.
 - Assist in placing or removing Financial Aid Holds on student accounts.
 - Assist students with student financial counseling for financial literacy.
 - Perform other duties as assigned. B. Student Account Reconciliation - 15%.
 - Plans, coordinates, and reviews student accounts for graduation each December and May.
 - Aids in verifying charges (billing), payments, adjustments made to student accounts are accurate and posted in timely manner.
 - Interprets entries to students' accounts and identifies balances by accessing Populi and referencing related documents.
 - Upon request may assist with calculating Return to Title IV (R2T4) based on student status changes and federal regulations, calculating any overpayments, loans to be refunded or balances to be collected.
 - Assists students with billing and accounts receivable questions and issues.
 - May research inquiries regarding disputed or questioned transactions regarding student accounts. C. Overall School Support - 10%.
 - Serves as front-line person responding professionally and courteously to all inquiries from constituents, i.e. students, parents, lenders, faculty, administrative and support staff through personal and telephone communications.
 - Reviews and updates the accurateness of web content, publishing, forms, and calendars upon approval of the Director of Financial Aid.
 - Fulfills all reporting requests from the Director of Financial Aid.
 - Coordinates with college staff/faculty regarding student requests for exceptions to school policy or for special payment arrangements.
 - Counsel customers regarding student-related functions of other College departments, i.e. registrar, housing, admissions, etc. to address or refer issues not served directly by the Office of Financial Aid.
 - Maintain an acceptable [cohort default rate](#).

KNOWLEDGE, SKILLS, and ABILITIES:

- Communication - Ability to communicate verbally and in writing clearly and concisely.
- Customer Oriented - Ability to take care of the customers' needs while following company procedures.
- Detail Oriented - Ability to pay attention to the minute details of a project or task.
- Strong organizational and computer skills.
- Knowledge of state and federal financial aid requirements (Arkansas).
- Enthusiastic - Ability to bring energy to the performance of a task.
- Friendly - Ability to exhibit a cheerful demeanor toward others.
- Initiative - Ability to make decisions or take actions to solve a problem or reach a goal.
- Interpersonal - Ability to get along well with a variety of personalities and individuals.
- Reliability - The trait of being dependable and trustworthy.
- Technical Aptitude - Ability to comprehend complex technical topics and specialized information.

Minimal qualifications include:

- Education: Associate degree in business/accounting or a related field required. Bachelor's Degree with a concentration in business/account is desired.

- Experience: Minimum of two years of experience in federal student financial aid regulations required. Must be computer literate and efficient in Microsoft Excel.
- Must demonstrate a personal relationship with Christ.

DIRECTOR OF RECRUITMENT

Job Summary: The Director of Recruitment will lead college recruitment efforts by designing and implementing a recruitment plan with recruitment strategies focused on prospective students. The Director of Recruitment maintains records and prospective student information, ensuring proper documentation and tracking of progress through the recruitment cycle. The Director of Recruitment will create and sustain consistent, positive, mutually beneficial relationship with high school counselors state-wide; will market Lighthouse Christian College through various media as appropriate; will collaborate with other education-related organizations, GED Programs, alumni, churches, agencies, and other identified stakeholders to assist in moving our efforts forward and will create and maintain a yearly calendar of and we will participate in, events related to student recruitment. The Director of Recruitment will be responsible for planning and coordinating campus events (i.e. recruitment fairs).

Minimal qualifications include:

- Bachelor's degree, preferably in marketing or related field and two years of related work experience preferably in higher education and extended computer and social media skills
- Ability to make dynamic and engaging public presentations
- Demonstrated strength in planning, organization, project management
- Excellent written and verbal communication skills
- Must demonstrate a personal relationship with Christ

DIRECTOR OF ADMISSIONS

Job Summary: The Director of Admissions is a strong student advocate who will develop, train, and facilitate a high-performance team in the Admissions Department. The director oversees the admissions department – including recruitment, admissions, a call center, and international student compliance – and provides leadership in developing and accessing innovative recruitment strategies and initiatives designed to attract new market segments and expand the student base. Working with the Recruitment Committee, the Enrollment Management Team, and the Marketing Department, the director will update, implement, and monitor a college-wide Student Recruitment Plan. The director will develop strong partnerships/alliances with academic divisions, continuing education units, public schools and the college community through timely communication and clearly established goals.

Minimal qualifications include:

- A bachelor's degree with a minimum of 5-7 years admissions experience with progressive experience. A master's degree is preferred.
- Previous supervisory experience managing professional and student staff is preferred.
- Experiences with production of a variety of media particularly print publications.
- Ability to effectively communicate in person and in writing and be able to speak publicly.
- Should possess high energy, attention to detail, and the ability to organize effectively.
- A valid driver's license and the ability to travel and work nights and weekends as necessary.
- Must demonstrate a personal relationship with Christ

REGISTRAR

Job Summary: The Registrar operates and maintains the Academic Records. The Primary duties will include enrolling students into classes after eligibility has been determined by the Office of Admissions, monitoring attendance and

other indicators of academic performance and reporting such data to the appropriate LCC administrative offices for Title IV eligibility, counseling and retention, collecting and recording student data into Populi or such other electronic record keeping system in use by the college for purposes of state and federal government reporting requirements and institutional research and assessment efforts, keeping a record of student records and securely maintaining and issuing official student transcripts. This position also entails other responsibilities and other duties assigned.

Minimal qualifications include:

- A bachelor's degree or work experience equivalent
- A minimum of 1-2 years' experience in an administrative capacity, preferably in admissions/records at the post-secondary level.
- Must demonstrate a personal relationship with Christ.

ASSISTANT TO THE DIRECTOR OF ADMISSIONS AND REGISTRAR

Job Summary: Under the direction of the Director of Admissions, Records and Retention Specialist the Assistant to Director/Registrar will be responsible for all tasks listed. The Assistant to the Director of Admissions/Registrar may be required to work independently on projects requiring research and preparation of briefing charts and other presentation materials. Provide training and guidance; Delegate duties such as typing, copy, and scanning; Work with the Director to sustain and grow programs and service; Manage administrative functions to ensure smooth and efficient operations of the organization; Ensure duties delegated by the Director; Attend and preside over meetings; Participate in strategic planning create presentations for meetings; Greet all incoming students into the Office of Admissions; Answer telephone lines; Assist with 2nd Chance Pell and input applications in Populi or other platform the college may be using; Interact with faculty, staff and students ensuring that the Registrar's Office process transcripts verification, degree audits, or other requested information; Maintaining and handling student records in a confidential manner and other duties as assigned.

Minimal qualifications include:

- The applicant must have at least three years of experience in higher education (admission/recruitment)
- Knowledge of database systems with the ability to demonstrate proficiency in Word, Excel, Publisher, and PowerPoint.
- Adequate typing skills of 65 wpm and effective oral and written communication skills are required.
- High School Diploma or GED; Willing to work evenings and weekends.
- Must demonstrate a personal relationship with Christ.

JOB DESCRIPTIONS: DIVISION OF FISCAL AFFAIRS

BUSINESS OFFICER MANAGER / ACCOUNTS PAYABLE

Job Summary: Provides financial, administrative, and clerical support by ensuring payments are completed and expenses are controlled by receiving payments, processing, verifying and reconciling invoices according to established policies and procedures in an efficient, timely and accurate manner.

Minimal qualifications include:

- High School Diploma or GED and an Associate degree or equivalent work experience
- 1-3 years in accounts payables
- Knowledge of general accounting principles, regulatory standards, and compliance requirements
- General math skills

- Proficiency in MS Office, including the ability to operate computerized accounting and spreadsheet programs
- Must demonstrate a personal relationship with Christ.

COORDINATOR OF STUDENT ACCOUNTS

Job Summary: The Coordinator of Student Accounts is responsible for maintaining student ledgers by posting all course charges in a timely manner when due, coordinating issuance of books and supplies to all students when needed, responsible for tracking student out of pocket payments on a month-to-month basis, submitting delinquent student accounts to collection agencies when needed, accepting and receipting student/misc. payments daily. They also fully coordinate the creation of a new student ledger per student by program and post all charges per award year/payment period based on the enrollment agreement; work closely with students who are put on payment plans to ensure that the payments are being made timely monthly and follow through with sending delinquent accounts to collections agencies if internal collections procedures are not working.

Minimal qualifications include:

- High School Diploma or GED; Associate degree or equivalent work experience
- 1-3 years accounts payables
- Knowledge of general accounting principles, regulatory standards, and compliance requirements
- General math skills
- Proficiency in MS Office, including the ability to operate computerized accounting and spreadsheet programs
- Must demonstrate a personal relationship with Christ.

JOB DESCRIPTIONS: DIVISION OF ACADEMIC AND STUDENT AFFAIRS

ASSOCIATE DEAN OF ACADEMIC AFFAIRS

Job Summary: The Associate Dean for Academic Affairs has leadership and administrative responsibilities for professional student recruitment, the College admissions program, professional curriculum, and student retention. The Associate Dean oversees academic standards and academic and student support services related to the professional program. The Associate Dean interacts with faculty on academic matters through collegiate committees and through their respective department heads. The Associate Dean works closely with and answers directly to the Dean of the College on all issues related to academic and student affairs. Perform related duties as assigned.

Minimal qualifications include:

- A minimum of a master's degree.
- Two years teaching experience in a higher education setting and two years of experience in academic administration or in a similar leadership position that includes curriculum design and implementation, faculty and program supervision, departmental management, or other similar experience.
- Demonstrated commitment to diversity and inclusivity are essential.
- Must demonstrate a personal relationship with Christ

ADMINISTRATIVE ASSISTANT TO DEAN AND ASSOCIATE DEAN OF ACADEMIC AFFAIRS

Job Summary: Oversee and manage the operations related to the Office of the Dean of Academic Affairs including, maintain a wide range of records for students, faculty, programs, and activities; maintain calendars and schedules and coordinate functions in conjunction with contractual deadlines; carry out a variety of tasks related to committee work and regular activities of the department; respond to a wide range of requests from students, faculty, staff, administrators and other external sources. Perform and oversee functions related to faculty, including calculating faculty workload, and preparing overload contracts. Perform related duties as assigned.

Minimal qualifications include:

- Excellent organizational skills.
- Ability to communicate well and excite faculty, students, other staff, and College officials.
- Ability to anticipate potential problems and identify solutions.
- High school diploma or general education degree (GED) with courses in general office procedures, bookkeeping and computer entry; associate or bachelor's degree preferred.
- At least one year of responsible office/clerical experience or equivalent combination of education and experience.
- Skill in operating a typewriter, personal computer, on-line computer terminal, various printers, fax machine and other office equipment are necessary.
- Must demonstrate a personal relationship with Christ

DIRECTOR OF LIBRARY SERVICES (HEAD LIBRARIAN)

Job Summary: The Director of Library Services assists students and faculty with library microcomputer application network and with computerized database search. The Director has knowledge of the Internet and other online systems. The Director provides user education for bibliographic and reference resources. The Director is knowledgeable in reference development and collection, and familiar with acquisition. This position also entails other responsibilities and other duties assigned.

Minimal qualifications include:

- A candidate for Director of Library must be an experienced librarian who will direct and supervise all library functions.
- Master's degree in library science is preferred with at least one-year supervisory experience in library services.
- Must demonstrate a personal relationship with Christ.

COORDINATOR OF THE LITERACY CENTER (READING, ENGLISH, AND MATH)

Job Summary: The Literacy Center Coordinator is responsible for coordinating the college's Math, Reading and English tutoring and skills development for students. Coordinators must maintain regular and predictable attendance; Coordinate the Basic Skills center activities; Provide one-on-one and group assistance to students in all General Education subjects; Create and conduct special workshops, such as anxiety management, study skills, test-taking strategies, etc.; to teach a minimum of nine hours of non-college level courses (developmental) and perform other duties as assigned.

Minimal qualifications include:

- Bachelor's Degree; master's degree preferred
- Microsoft Office Proficiency (Word processing, spreadsheet, and typing skills--must be able to do data entry with a high degree of accuracy).
- Able to multi-task and work independently to meet goals, deadlines, and be detail oriented.
- Must demonstrate a personal relationship with Christ.

DEPARTMENT CHAIRPERSON

Job Summary: Recruit, interview, and recommend instructors (faculty) to the Academic Dean for hiring; Advise students on academic matters, including class loads, class changes, registration, etc.; Evaluate students' academic progress and recommend students for graduation; Coordinate the department's curriculum and program review. Organize and conduct the department's faculty meetings and submit a copy of the minutes to the President, Academic Dean, and each faculty member within the department; Serve as the advisor to the Department's Student

Club(s). Serve on the College committees: Department Heads, Library, Curriculum Review, Faculty and Staff Senate, etc.; Provide academic reports, including faculty classes & class enrollment, department student enrollment and submit the department's budget; Assist in student recruitment and perform other duties assigned by the President or Dean. This position also entails other responsibilities and other duties assigned.

Minimal qualifications include:

- Must have earned master's degree in the appropriate field with at least eighteen (18) graduate credit hours in teaching.
- Must have a minimum of three (3) years of teaching experience in a post-secondary institution.
- Must have at least two (2) years of supervisory experience in an educational setting.
- The graduate degree plan must be submitted to the Academic Dean's office.
- Special Requirements and Responsibilities.
- Ability to organize and conduct department meetings.
- Knowledge of curriculum and program review.
- Ability to prepare department budget and periodic reports.
- Good interpersonal relations and good communication.
- Ability to advise students on academic matters.
- Must demonstrate a personal relationship with Christ.

ATHLETIC DIRECTOR

Job Description: Working independently, exercising good judgment and discretion in executing and developing the Athletic Programs for local student-athletes. Working with the Athletic Coordinator to ensure that LCC is following all sports affiliations and that the data regarding each student-athletes' grades, academic progress, and class schedules are accurate. The LCC Athletic directors oversee all aspects of athletic programs associated with the school. This can include fundraising, hiring coaches, ordering equipment, marketing events, budgeting, state and national compliance, Christian behavior from athletes, arranging practice and game facilities, hiring officials, speaking to parents, recruiting, and more. Ensuring all necessary paperwork is completed and processed in a timely manner and working with the Registrar's Office for Eligibility and Verification forms is a necessary partnership. The LCC AD will help student-athletes continuously meet eligibility requirements for practice, travel, and competition. Communicating policies with coaches and student-athletes is a daily responsibility.

Minimal qualifications include:

Graduate degree in Business, Education, Kinesiology, or Sports Administration (or sports related) and 10 + years in an athletic office environment functioning. Strong experience required in academic development with knowledge of a variety of sports teams functional requirements. Well-developed communications skills both verbally and written. Proficiency in Microsoft Office Suite. Excellent computer and organizational skills. Regularly lift 20 or fewer pounds. Must demonstrate a personal relationship with Christ.

INSTRUCTORS

Provide class syllabus on each class to students, department chair and the Academic Dean a week before the first week of the class; Develop Student Learning Objectives for each class and incorporate into the class syllabus. Become proficient in the use of Populi or other electronic data reporting system in use by the college and submit grades, attendance and other academic data required using such system. Keep a record of scores on the student's tests, exams, assignments, and reports. Report student attendance and academic performance to the Registrar's Office regularly or as requested by the Administration to ensure compliance with Title IV eligibility and disbursement regulations. Report objective Student Learning Outcome Reports to the Academic Dean and Registrar's at the end of each class to satisfy accreditation assessment goals. Administer midterm and

final examinations each semester and submit grades to the Registrar's Office promptly. Serve on the College committees, including department committee, faculty senate, senate committees, and attend meetings of each committee; Assist in organizing and participating in the Department Student Club and the Community Advisory Committee; Provide a 2-hour office consultation period each day of the work week to assist students. Serve in other duties as may be assigned by the Department Chair or the Academic Dean. Instructors must facilitate appropriate interaction between the instructor and students. Must demonstrate a personal relationship with Christ.

Online (Asynchronous)

Courses where instructors and students do not meet in the same space – regardless of mode of instruction, courses should be consistent in terms of quality, assessment, learning outcomes, requirements, etc. as courses offered face-to-face. Faculty must demonstrate active academic engagement through interactive methods, including but not limited to, interactive tutorials, group discussions, virtual study project groups, discussion boards, chat rooms, Zoom, etc. Simply logging on, either by faculty or students, does not constitute active student learning.

Minimal qualifications include:

A candidate for a teaching position must have the following credentials:

- Earned a master's degree and has at least eighteen (18) graduate credit hours in the teaching area.
- Alternatively, a candidate may be considered if he/she has completed a minimum of twenty-one (21) graduate credit hours and submits a definite plan to complete a graduate degree in the appropriate field, in the master's program within three (3) semesters.
- A minimum of eighteen graduate credits completed towards master's degree program. And must submit a definite plan to complete a graduate degree in the appropriate field within three semesters.
- At least one (1) year teaching experience in an educational setting, preferable in a post-secondary environment, such as a community college or private/public two-year college.
- Must demonstrate a personal relationship with Christ.

Special Requirements

- Ability to teach students of diverse cultures, academically under-prepared, and economically disadvantaged.
- Available to provide individualized assistance to students who need help to understand their work or assignments.
- Communicate often and effectively, motivate students, and have a good rapport with them.
- Exhibit an acceptable professional attitude.
- Work cooperatively with the Department Chairperson and the Academic Dean.

STUDENT SUCCESS COACHES

Job Summary: Student Success Coaches shall be responsible for keeping up with the activities of each student within the case load through regular meetings, while maintaining a detailed case file for each student. These activities will include but will not be limited to: Checking class attendance. Coaches shall meet with each student on a regular basis: in person (if local), by calling, emailing, etc., the student if he/she is missing class by not logging in 3 times weekly, or misses an appointment, to intervene as soon as possible. Coaches will monitor the grades of each assigned student and recommend for tutoring those who are falling behind in their studies. Coaches will assess each student's life situation and identify any barriers to success, while providing support to

each student by identifying programs, agencies and/or services available to assist students in addressing these barriers and connecting students with the appropriate programs, agencies and/or services. Coaches will continuously monitor the progress of students through these programs, agencies and/or services and make recommendations as to the effectiveness of these programs, agencies and/or services. Coaches will recommend whether to continue with these programs, agencies and/or services.

Minimal qualifications include:

- Bachelor's Degree and case management experience a plus; master's degree in counseling or related field preferred.
- Knowledge of, or willingness to learn about, resources and support in the Florida, Panhandle will be essential.
- Ability to relate to a wide range of student personalities is a must.
- Must demonstrate a personal relationship with Christ.

FACULTY/STAFF EMPLOYMENT POLICY

Lighthouse understands that each individual's contribution to the organization is essential to its core strength and future expansion, and that productivity and efficiency stem from genuine job satisfaction and the opportunities each person seizes for personal growth.

Thus, the employment policy of the LCC is formulated to employ all reasonable methods to choose the most qualified candidate for the open position, irrespective of factors such as age, gender, sexual orientation, national or ethnic origin, disability, political affiliation, or status as a disabled veteran or Vietnam era veteran. Additionally, Lighthouse Christian College's employment policy:

1. The President gives approval for the hiring or appointment of staff or faculty to LCC.
2. Written notice of the employee's assignment, start date of employment, probationary period length, and annual salary should be given at the time of hiring.
3. LCC acknowledges the value of orientation for every newly hired employee, employee who has been transferred, or employee whose job description has changed. During the first month of work, the orientation will take place.

Lighthouse Christian College aims to make employment classification definitions clear so that staff and faculty members are aware of their employment status and eligibility for benefits. Except as specified in contracts or employment agreements, these classifications do not guarantee employment for a fixed period of time. As a result, both the employee and Lighthouse Christian College are free to end the employment relationship whenever they choose.

Drug-Free Workplace Policy

Purpose

Lighthouse Christian College is committed to promoting a safe, healthy, and drug-free workplace. This policy outlines our expectations regarding substance use and the consequences for violating this policy.

Scope

This policy applies to all employees, contractors, and students while on campus/office premises or engaged in college-related activities.

Policy Statement

1. Prohibited Substances:
 - The use, possession, sale, distribution, or being under the influence of illegal drugs or controlled substances (including prescription medications not prescribed to the individual) is strictly prohibited.
 - Alcohol consumption during work hours or on company premises is also prohibited, except for authorized company events.
2. Drug Testing:
 - We reserve the right to conduct drug testing for pre-employment, random, post-accident, and reasonable suspicion purposes.
 - Refusal to undergo drug testing may result in disciplinary action.
3. Consequences:
 - Violation of this policy may lead to disciplinary measures, including termination of employment.
 - Employees are encouraged to seek professional help for substance abuse.
4. Confidentiality:
 - All drug testing results, and related information will be treated confidentially.
 - Only authorized personnel will have access to this information.
5. Education and Awareness:
 - We provide educational resources on substance abuse prevention, treatment, and rehabilitation.
 - Employees are encouraged to attend workshops and training sessions related to substance misuse.
6. Reporting:
 - Employees should promptly report any suspected violations of this policy to their supervisor or HR.
 - Reporting substance abuse concerns will not result in retaliation.

Commitment

Lighthouse Christian College is committed to maintaining a drug-free workplace to ensure the safety, well-being, and productivity of all employees and students.

FACULTY EMPLOYMENT

All faculty appointments are approved by the president on the Chief Academic Officer's (Dean of Academic Affairs) recommendation. The president receives recommendations from the academic dean regarding the candidate's suitable role and compensation. A written contract and notification of appointment may be sent to the candidate by the Dean of Academic Affairs following the president's approval. The salary, work term, and other relevant employment terms will be specified in the contract. When a candidate or faculty member signs and returns the contract to the Dean of Academic Affairs for inclusion in the faculty member's personnel files within two weeks of receiving it, the terms of the agreement are deemed accepted.

Every applicant must submit a written application and appear in person for an interview. All faculty members must turn in their full transcripts, resumes, and any other relevant documents that may be asked for.

Faculty appointments are made for an academic year, which lasts from July 1st to June 30th consisting of three semesters. Fall and Spring are 12 weeks and Summer (if offered) is eight weeks. Those looking for work are first invited to the college for interviews with the president, department chair, and dean of academic affairs. According to the principles of equal employment opportunity, faculty members shall be hired regardless of their age, physical handicap, sex, sexual preference, or country or ethnic origin. When considering someone for a faculty appointment, the college's needs, the candidate's qualifications, and how well his or her philosophy aligns with the college's mission, goals, and objectives will all be taken into account.

PERSONNEL PROCEDURES, ADMINISTRATIVE POLICIES AND PROCEDURES

Every employee at Lighthouse Christian College has a personnel file which is kept up to date. The employee's job application, resume, training records, documentation of performance reviews and pay raises, and other relevant documents are all included in the personnel file.

Personnel files are the property of Lighthouse Christian College, and access to the information they contain is restricted. Generally, only supervisors and management personnel of LCC who have a legitimate reason to review information in a file are allowed to do so.

Employees should get in touch with Human Resources if they would like to examine their own file. Employees may review their own personnel files in front of the HR office, with a reasonable amount of notice.

PROBATIONARY PERIOD

The introductory period is intended to give new employees the opportunity to demonstrate their ability to achieve a satisfactory level of performance and to determine whether the new position meets their expectations. LCC uses this period to evaluate employee capabilities, work habits, and overall performance. Either the employee or LCC may end the employment relationship at any time during or after the introductory period, with or without cause or advance notice. All newly rehired employees are placed on an introductory work basis for the first 90 days after their date of hire. Any absence of 5 days or more (within this introductory period) may extend an introductory period by the length of the absence or terminate employment. Upon satisfactory completion of the introductory period, employees enter the "regular" employment classification.

EMPLOYMENT APPLICATIONS

Accurate information on the job application and other data presented during the hiring and employment processes are essential to Lighthouse Christian College operations. LCC reserves the right to terminate an applicant's employment or to exclude them from future consideration for employment if they have made any misrepresentations, falsifications, or material omissions in any of the information or data provided.

PERFORMANCE EVALUATION

Supervisors and employees are strongly encouraged to discuss job performance and goals on an informal, day-to-day basis. A formal written performance evaluation will be conducted at the end of an employee's initial period of hire, known as the probationary period. Additional formal annual performance evaluations are conducted to provide both supervisors and employees the opportunity to discuss job tasks, identify and correct weaknesses, encourage, and recognize strengths, and discuss positive, purposeful approaches for meeting goals. All administrators and staff evaluations are completed by their direct supervisor, utilizing the performance evaluation form for each job and its respective description. The students and the Dean of Academic Affairs will do faculty evaluations.

EMPLOYEE LEAVE POLICY

ABSENT FROM DUTY

Faculty and staff must be present as scheduled to do their jobs effectively. For this reason, it is expected of all faculty members to attend all classes, meetings, and other officially scheduled events on time and regularly. Official

explanations for time off from work include participation in extracurricular activities as a college representative, attending conferences as authorized, or taking any of the other leaves specified in this guide. Contractual obligations may be broken, and a corresponding loss of pay may arise from failure to perform duties not covered by excused absences.

STUDY AND RESEARCH LEAVE

A faculty member may be granted a leave of absence to pursue advanced studies or conduct research in areas related to current or anticipated service to the College. The President and Administration have sole discretion in approving research leave.

MILITARY LEAVE

A faculty member who provides proof of their orders to serve in the National Guard, Armed Forces Reserves, or on active military duty may be granted military leave, up to a maximum of 15 days without losing pay. Benefits such as vacation, sick leave, and holidays will still accrue while on military leave.

SICK LEAVE

If an illness or injury prevents an employee from reporting to work, they should, if possible, notify their direct supervisor prior to the start of their scheduled workday. Each extra day of absence must also be communicated with the direct supervisor. If an employee misses three or more days in a row due to illness or injury, a medical statement confirming the disability's start and anticipated end dates should be given to his/her supervisor. Before returning to work from an extended sick leave absence, an employee must provide a physician's verification that he or she may safely return to work.

HOLIDAYS

- New Year's Day (January 1)
- Martin Luther King, Jr. Day (third Monday in January)
- Good Friday (Friday before Easter)
- Memorial Day (last Monday in May)
- Independence Day (July 4)
- Labor Day (first Monday in September)
- Thanksgiving Day (fourth Thursday in November)
- Day after Thanksgiving
- Christmas Break *
- Christmas Eve (December 24)
- Christmas Day (December 25)
- New Year's Eve (December 31)

*Subjects to the needs of the institution.

A recognized holiday that falls on a Saturday will be observed on the preceding Friday. A recognized holiday that falls on a Sunday will be observed on the following Monday.

BEREAVEMENT LEAVE

Employees should notify their supervisor right away if they need time off due to the death of a close relative. Bereavement leave will be approved if there are no extraordinary operating requirements. Furthermore, in cases where written requests for bereavement leave are received from people who do not fit the definition of immediate family but who nevertheless fulfill the role—for example, an aunt who acts as a mother to an employee or a foster child—the President may, at their discretion, make an exception.

According to LCC, an employee's "immediate family" includes their spouse, parents, children, child's spouse, siblings, and/or his/her spouse's parents, children, child's spouse, grandparents, and grandchildren.

MEDICAL LEAVE

To help eligible employees who are momentarily unable to work because of a serious illness or disability, LCC offers medical leaves of absence without pay. For the purposes of this policy, a health care provider's ongoing treatment; inpatient care in a hospital, hospice, or residential medical care facility; and temporary disabilities resulting from pregnancy, childbirth, or related medical conditions are all considered serious health conditions or disabilities. When foreseeable events occur, eligible employees should request medical leave from their supervisors at least 30 days in advance. For unforeseeable events, they should do so as soon as possible.

It is necessary to submit a statement from a health care provider attesting to the necessity of medical leave as well as its anticipated start and end dates. Any updates to this data should be sent to LCC right away. Employees returning from medical leave are required to present a certification from their physician attesting to their fitness to resume work.

For the duration of the disability, eligible employees typically receive leave, up to a maximum of 12 weeks per 12-month period. This maximum includes the combination of family leave and medical leave.

So that an employee's return to work can be properly scheduled, an employee on medical leave is requested to provide LCC with at least two weeks' advance notice of the date the employee intends to return to work. When a medical leave ends, the employee will be reinstated to the same position, if it is available, or to an equivalent position for which the employee is qualified.

If an employee fails to report to work promptly at the end of the medical leave, LCC will assume that the employee has resigned.

FAMILY LEAVE

For eligible employees who need time off to attend to family obligations related to childbirth, adoption, or foster child placement, or who need to care for a child, spouse, or parent with a serious health condition, Lighthouse offers unpaid family leaves of absence. An illness, injury, handicap, or physical or mental condition requiring inpatient care in a hospital, hospice, or residential medical care facility, as well as ongoing treatment by a health care provider, is classified as a serious health condition.

An employee who meets the eligibility requirements may only ask for family leave after completing twelve months of employment. When foreseeable events occur, eligible employees should request family leave from their supervisors at least thirty days in advance; for unpredictable events, they should do so as soon as possible.

When an employee requests family leave for a child, spouse, or parent's serious illness, they might also need to provide a statement from their healthcare provider attesting to the need for the leave, its start and end dates, and the approximate amount of time needed.

Within any 12-month period, eligible employees may request a maximum of 12 weeks of family leave. This is the maximum that this combination of medical leave and family leave cannot go over. A written request for a single extension of no more than 30 calendar days will be taken into consideration if the first period of absence proves to be insufficient. Before taking unpaid family leave, employees must use any accrued paid leave time. To care for a

parent with a serious health condition or to give birth, adopt, or place a foster child, married employee couples may only be allowed a total of 12 weeks of leave in any combination over a 12-month period.

Benefit accruals, such as vacation, sick leave, or holiday benefits, will be suspended during leave and will resume upon return to active employment.

So that an employee's return to work can be properly scheduled, an employee on family leave is requested to provide Lighthouse Christian College with at least two weeks advance notice of the date the employee intends to return to work. When a family-leave ends, the employee will be reinstated to the same position if it is available, or to an equivalent position for which the employee is qualified.

If an employee fails to report to work promptly at the end of the approved leave period, Lighthouse Christian College will assume that the employee has resigned.

PREGNANCY-RELATED ABSENCES

Any employee who requests an excused absence due to pregnancy-related medical disabilities won't face discrimination from Lighthouse Christian College. The provisions of the family leave policy described in this handbook as well as any applicable federal and state laws will be taken into consideration when evaluating such leave requests.

The same considerations as for other requests for unpaid family leave will apply to requests for time off related to pregnancy and/or childbirth, such as bonding and childcare, that are not related to medical disabilities for those conditions.

DAILY WORK POLICIES AND PRACTICES

PURCHASING PROCEDURES

All matters affecting purchasing shall be processed through the Business Office. Requests for Academic purchases shall be filed on a purchase order form obtainable from the Business Office and the request shall have the approval of the department chairperson and the president.

OBTAINING SUPPLIES

Filling out a requisition form obtained from the Business Office shall make all requests for supplies.

PRINTING AND DUPLICATING SERVICE

Duplicating service for records, instructional materials, etcetera are available in the office of Admissions.

USE OF OFFICE TELEPHONES

To ensure effective telephone communications, employees should always use the approved greeting and speak in a courteous and professional manner. Please confirm information received from the caller and hang up only after the caller has done so.

SMOKING

In keeping with Lighthouse Christian College's intent to provide a safe and healthy work environment, smoking is prohibited throughout the workplace. This policy applies equally to all employees, students, and visitors.

REST AND MEAL PERIODS

Each workday, full-time employees are provided with two rest periods of 15 minutes in length. To the extent possible, rest periods will be provided in the middle of work periods. Since this time is counted and paid as time worked, employees must not be absent from their workstations beyond the allotted rest period time.

All full-time support employees are provided with one meal period each workday. Employees will be relieved of all active restrictions and responsibilities during meal periods and will not be compensated for that time.

ACADEMIC FREEDOM

Lighthouse Christian College seeks to be a marketplace of ideas, experiments and growth experiences. It is dedicated to cultivating in each individual an awareness of the physical world, a perception of history, an awareness of culture, spiritual maturity, a Godly conscience, and an interest in the worth of ideas regardless of their immediate benefit.

Our college has a responsibility throughout its curriculum to raise questions of truth, value, meaning and morality, not escaping easily into a false objectivity or sterile detachment. The college maintains a Christian perspective but does not wish to be guilty of an unexamined religious conformity. It lives in an atmosphere of free inquiry, even while it affirms that all knowledge is understood most fully in the light of God's redemptive activity in Jesus Christ. Its goal is to approach wisdom through a comprehensive study of human knowledge, experience, and potential in the light of Biblical revelation. It assumes that Christian belief, rather than being an imposed restraint on the academic process, can and should be an enrichment of it and the basis for an integrated worldview.

All faculty members are entitled to the privileges and obligated by the responsibilities of academic freedom. The privileges are: (1) a faculty member is free in the classroom to discuss openly and fully all issues which are within the member's area of academic competence and are relevant to the subject of the class; and (2) a faculty member is free to conduct research and then publish the results, subject to the time constraints of assigned institutional duties.

The responsibilities are: (1) a faculty member, when speaking or publishing inside or outside the classroom, should at all times seek accuracy of statement, exercise appropriate restraint, show respect for the opinions of others and make clear that he/she, particularly outside the classroom, is not acting as a spokesperson for the college; and (2) a faculty member is to exercise academic freedom with discipline, responsibility and in the context of the assumptions of this policy statement and the mission of Lighthouse Christian College.

Online (Asynchronous)

Courses where instructors and students do not meet in the same space – regardless of mode of instruction, courses should be consistent in terms of quality, assessment, learning outcomes, requirements, etc. as courses offered face-to-face. Faculty must demonstrate active academic engagement through interactive methods, including but not limited to, interactive tutorials, group discussions, virtual study/project groups, discussion boards, chat rooms, etc. Simply logging on, either by faculty or students, does not constitute active student learning.

Tests and Examinations

It is the responsibility of each instructor to provide for an appropriate and valid program of student evaluation in each course. A carefully worked out examination procedure, suited to the objectives and practices of the course and coordinated with written and other assignments, should be developed,

and described clearly in the syllabus. The time allotted to classes during final examination week should be used by the instructor for activities appropriate to the end of term.

Grading Practices and Standards Faculty have the authority to assign grades. The identity and meaning of grades are listed below. The grades earned based on a student's performance shall be based upon a significant portion of the student's work through the term in question.

The following are the grades and their meanings:

Grade Numeric Standard Quality Points Awarded

A 93–100 4.0

A- 90–92 3.7

B+ 87–89 3.3

B 83–86 3.0

B- 80–82 2.7

C+ 77–79 2.3

C 73–76 2.0

C- 70–72 1.7

D+ 67–69 1.3

D 60–66 1.0

F 0–59 0.0

FX Student stops attending classes prior to the withdrawal deadline yet fails to officially withdraw. This is calculated as a grade of "F" in the GPA.

WF Course withdrawal after the specified term deadline. This is calculated as a grade of "F" in the GPA.

W Course withdrawal within the specified term deadline. This is not calculated in the GPA.

I Incomplete. This is not calculated in the GPA.

P / NC Pass or No Credit. This is not calculated in the GPA.

The grade of "I" (Incomplete) is given only by written agreement of the instructor and student. If given, it is the student's responsibility to contact the instructor and submit work or take examinations appropriate to the removal of the Incomplete. The change of an Incomplete to a regular letter grade must be accomplished by the instructor, on a form available in the Registrar's Office, not later than the end of the fifth week of the first full semester following the awarding of the Incomplete. Otherwise, the grade of Incomplete automatically becomes a grade of "F." If meeting this deadline is impossible because of circumstances beyond the control of the instructor or the student, the instructor should contact the respective school dean to request an extension.

The academic calendar distributed at the beginning of the school year should be checked for due dates of mid-semester and final grades. Instructions regarding the posting of grades will be sent to the faculty by the Office of the Registrar at least one full week in advance of the due date. The link for accessing rosters is included with grade instructions. Grades must be entered at a computer terminal for every course listed.

Changes of grade are filed on final grades only. Forms for changing a grade are available in the Office of the Registrar. If a letter grade is to be changed, it must have the approval of the appropriate college dean. If an "I" grade is changed to a letter grade, the instructor files the form directly with the Office of the Registrar prior to the end of the fifth week.

Midterm grades constitute an official indication to students of the quality of work as viewed by the instructor. The midterm grade need not relate in any specific manner to the final grade. Only the final

grade is recorded on a student's permanent academic record.

Grades are sent to students by the Registrar's Office.

Policy on Academic Integrity

Lighthouse Christian College seeks to support and promote qualities of academic honesty and personal integrity and regards cheating, plagiarism, and all other forms of academic dishonesty as serious offenses against the academic community. Such offenses will be dealt with in an appropriate manner.

Cheating or academic dishonesty is defined as the deception of others about one's own work or about the work of another. Examples of cheating include but are not limited to:

1. Submitting another's work as one's own or allowing another to submit one's work as though it were his or hers.
2. Failure to properly acknowledge authorities quoted, cited, or consulted in the preparation of written work (plagiarism).
3. The use of any resources during an examination without permission of the instructor.
4. The getting or giving of unauthorized help on assignments.
5. Tampering with experimental data to obtain a "desired" result or creating results for experiments not done.
6. Tampering with or destroying the academic work of others.
7. Submitting substantial portions of the same academic work for credit or honors more than once without the permission of the present instructor.
8. Lying about these or other academic matters.

Students who are guilty of such academic violations can expect to be penalized. An instructor whose definition of cheating may differ from that stated above has the responsibility and obligation to inform the student, in writing, at the beginning of the course. Those instructors who fail to do so have no basis for disciplinary action in instances of purported student dishonesty outside of the above provisions.

The course instructor shall have the authority to deal with instances of academic dishonesty within the framework of the following guidelines.

1. Faculty members should report acts of academic dishonesty to the Office of the Provost. Following two reports against a particular student, action may be initiated which could include suspension and may lead to dismissal of the student from the college.
2. The maximum assessable penalty for a first offense shall not exceed the original value of the assignment with no option to make up the work in question.
3. Alternate courses of action may include, but are not limited to, the following:
 - a. Work may be redone for full or partial credit.
 - b. Alternate assignments may be given for full or partial credit.
 - c. Work may not be redone, and no credit will be given for that assignment.

The student has the right to appeal actions under this policy through the regular channels as established by the grade appeal process. Grounds for appeal are: 1. insufficient evidence of dishonesty; 2. penalties assessed in excess of those allowed under the above guidelines. In all instances of academic dishonesty, instructors

are urged to counsel offenders and, if necessary, refer them to the provost for more extensive conversations.

Public Information and the Media

Only representatives of the Enrollment and Communication Department are approved to speak with the media or coordinate media coverage on behalf of the college, its programs, and its activities.

Faculty, staff, and other employees should direct any media inquiries to the Enrollment and Communications Department for follow-up. If a faculty or staff member wants to write letters to the editor or otherwise engage in editorial discussions with the media, he or she should do so on an individual basis and not use institutional letterhead, email, or other tools that may connect his or her opinions to LCC.

Family Educational Rights & Privacy Act (FERPA)

The Family Educational Rights & Privacy Act (FERPA) is a 1974 federal law designed to protect the privacy of students. FERPA protects the privacy of students' education records by setting forth strict limitations governing the release of information about students. Although FERPA contains exceptions for the release of "directory information" without a student's prior written consent, students have the right to request that even such directory information not be disclosed.

In very general terms then, FERPA gives students the rights to:

1. Control the disclosure of their "education records" to others; and
2. Inspect and review their own "education records"; and
3. Challenge the content of their "education records."

FERPA rights belong to the student, and not to the student's parents or legal guardians, regardless of the student's age when the student attends any educational institution beyond high school. The term "education records" includes almost all information we maintain about our students including course schedules, grade reports, student financial aid, academic information, and disciplinary records.

Medical information is also protected by federal and state law and cannot be obtained without the student's express written consent.

Posting Grades

Posting grades by name, social security number, or student identification number violates FERPA. The only acceptable method is to assign each student in your class a random, unique, confidential number or code for the purpose of posting grades. When posting grades, such codes and postings must not be posted in alphabetic order. Our learning management system, Populi, fulfills this requirement.

Talking to Parents and Others

A student's academic performance is considered part of his/her education record and discussing the student's performance with anyone other than the student or another school official with a "legitimate educational interest" is a violation of FERPA. At Lighthouse Christian College, a faculty or staff member is deemed to have a "legitimate educational interest" if the person needs to review the record in order to fulfill his or her responsibilities.

Do not discuss a student's academic performance, grades, or other information from a student's education record with anyone (including spouses) other than the student or school official with a "legitimate educational interest" without verifying the student's FERPA release status with the Office of the Registrar.

Letters of Recommendation

Letters of recommendation that contain information from the student's education record, such as course grades, grade point average, or student employment information require the written consent of the student. When you receive a request for a letter of recommendation from the student, you should have the student sign the FERPA Recommendation Release. Here is a sample permission you can send to the student:

I give permission for Professor Jones to write a letter of recommendation to:

XYZ Corporation
2344 Willow Lane
City, State zip

Professor Jones has my permission to include my grades, GPA, and class rank in this letter. I [waive/do not waive] my right to review a copy of this letter at any time in the future.

Signature
Printed Name
Date

ACADEMIC ADVISEMENT

Giving students' academic advice is one of the faculty members' responsibilities at Lighthouse. The faculty member should be knowledgeable about the courses and General Education requirements in order to effectively interpret college policies and regulations to students. All faculty members will receive copies of the College's Catalog and student handbook.

FACULTY LOAD

The departmental average teaching load shall not exceed thirty hours per academic year. Faculty members teaching fifteen or more hours may be allowed to teach one overload class per semester. Faculty shall be paid overload at a predetermined rate: acceptance of overload is at the faculty member's decision.

OFFICE HOURS

Faculty Availability

A faculty member must dedicate a suitable amount of their professional time to fulfilling their obligations to students and to their own professional development. It is considered imperative that every faculty member be accessible to students during their regularly scheduled hours. Every faculty member should maintain these office hours with the same diligence as they tend to online classes, and they should be widely publicized where students will see them. A faculty member will schedule these hours with the convenience of the students in mind.

Grounds for Dismissal

Dismissal must be based upon reasonable cause related to either a serious lack of satisfactory performance or lack of fitness and suitability to continue in the professional capacity of a faculty member. Dismissal proceedings may be initiated for such reasons as:

- (a) Academic dishonesty
- (b) Incompetence in performing or meeting appropriate assigned duties.
- (c) Consistent patterns of inactivity as an Instructor in assigned courses online.
- (d) Deliberate and grave violation of the rights and freedom of fellow faculty members, administrators, or students.
- (e) Willful obstruction or disruption or attempts to obstruct or disrupt the normal operation or functions of the college; or advising or procuring, or actively encouraging others to do so.
- (f) Other improper conduct which is seriously injurious to the best interests of the college or its components.

TRACS COMPLIANT FILING

In the event that a student, faculty or staff member matriculates through the adopted and approved grievance process, outlined in the Student Handbook, and/or Faculty and Staff handbook, and believes that the resolution reached remains unacceptable, the student has the right to escalate said grievance by filing a complaint with a relevant and appropriate government agency outside of Lighthouse Christian College. One such agency is the Transnational Association of Christian Colleges and Schools (TRACS). Students may reach TRACS by mail at 15935 Forest Road Forest, Virginia 24551: by Telephone at (434)-525-9539; or by E-mail at info@tracs.org. The above process may be followed related to any relevant and appropriate government agency.

INTELLECTUAL PROPERTY

In general, everything that falls under the umbrella of intellectual property law is considered to be "intellectual property," including inventions of all kinds, concepts, know-how, trade secrets, writings, artwork, audiovisual works, names, symbols, and combinations of these. Trade secrets and confidential information, patents, copyrights, trademarks, service marks, and trade names are all included in the field of intellectual property law.

Lighthouse will be involved in the scholarly activities of teaching, research, and other creative endeavors among faculty, staff, and students. The advancement of Lighthouse Christian College's core goals will be the focus of increased efforts; therefore, the results of academic pursuits may have implications for broader and different applications. It is hoped that the resulting intellectual properties will benefit Lighthouse Christian College, the parties involved, and society as a whole.

Curriculum Development

The curricula at Lighthouse Christian College encompasses the philosophy, learning goals and objectives, instructional resources, and assessments that reflects our educational prospectus. Effective curriculum development is an ongoing process that requires evaluation of existing curricula, design and incorporation of improvements, and application of the new program. Considering the instrumental role of faculty in the delivery and implementation of our educational program, their feedback will be used in the modification and assessment of the effectiveness of curricula. Development of curriculum will involve the following key phases:

I. Planning

A. Assembling a Curriculum Development Committee. Various knowledgeable and qualified faculty members will comprise a committee tasked with modifying and implementing curriculum changes.

B. Conducting a Needs Assessment. Identification of gaps in learning curricula will be based on a needs assessment and assist the development committee in designing a plan for improvement. The needs assessment will be conducted through surveys and analysis of assessment data.

The assessment will include:

1. Analysis of present curriculum, including problems, strengths, and weaknesses.
2. Sample lessons that incorporate the curriculum.
3. Sample summative assessments that evaluate the effectiveness of the curriculum.
4. Suggestions for improvement
5. Any other concerns regarding curriculum and/or its implementation.

II. Developing

A. Development and/or modification of course objectives. Effective course objectives clearly communicate both learning expectations and a method of measuring if those objectives have been met.

When evaluating objectives, committee members will consider the following:

1. The objective should be specific.
2. The objective should be measurable.
3. The objective should be attainable.
4. The objective should be in line with the philosophy of Lighthouse Christian College.
5. Appropriate resources should be available for the achievement of the objective.
6. The objective should be able to be evaluated through a criterion-referenced assessment.

III. Implementing

A. Time and support for curriculum implementation. Applying curriculum changes takes considerable time and effort from the faculty. This includes providing ongoing professional development opportunities to learn how to implement and assess modifications to curriculum.

IV. Evaluating

A. Determining effectiveness of curricula. The curriculum development committee will periodically assess the effectiveness of the curricula changes using data gathered from surveys, teacher discussions, and assessments. Data should be representative of instruction from various disciplines and include samples of student work, lessons, and instructional methods. Data will be evaluated to infer curriculum strengths and weaknesses, which will then be used to make additional changes.

Minor Curriculum Changes

Minor changes are those that do not significantly affect programs or course offerings. They include altering or updating existing courses, majors, minors, or for creating, altering, and must be approved by the curriculum development committee. The Committee submits minor changes directly to the Registrar with the dean's approval. All changes targeted to begin the next academic year must be forwarded to the Registrar by April 1st.

Significant Curriculum Changes

Significant changes are proposals for new associate degree programs, bachelor's degree programs, master's degree programs or options within existing degree programs; for substantial revisions of any of the programs; for the elimination of courses, for any changes that affect the overall curriculum of existing programs; or for changes that significantly affect the requirements of existing programs. The addition of a new course is also considered a significant change.

In order for all committees to have time to complete their portion of the formal review, all changes targeted to begin the next academic year must be forwarded to the Curriculum Committee by March 1. Proposals for significant changes should go through the following process predicated on the assumption that the faculty in the sponsoring unit reviews such proposals according to the academic policy.