

Job Description

Position Title: Coordinator, Dual Enrollment

Job Family: Instructional Support

Job Type: Professional - Entry

FLSA Status: Exempt

Salary Grade: 05

Position Summary:

The Dual Enrollment Coordinator coordinates the development, supervising, administering, and monitoring of our partnering high school dual credit programs. The Dual Enrollment Coordinator builds relationships with high schools to support and increase dual enrollment opportunities by assessing the needs of partnering high school dual enrollment students, high schools, and school districts. The Dual Enrollment Coordinator implements marketing and promotion strategies to ensure participation, providing admission and registration support services at high school sites, and overseeing orientation and administrative support for students and faculty. The Dual Enrollment Coordinator guides the dual enrollment programs and creates systems to track and document the programs guidelines at its assigned sites.

Essential Duties and Responsibilities:

Examples of key duties are interpreted as being descriptive and not restrictive in nature. Incumbents routinely perform approximately 80% of the duties below.

1. Develops, implements, and evaluates the expansion, and administration of the high school dual credit program in accord with guidelines established by the PCC, the Higher Learning Commission, and the National Alliance of Concurrent Enrollment
2. Works closely with the College's academic deans and Student Services Division in strategic planning and maintaining standards for instructor effectiveness.
3. Builds relationships with school districts and college representatives to determine needs for programs; ensure that college courses are aligned and comprise a cohesive course of study for students to maximize their opportunity to earn a higher education degree.
4. Manages and evaluates dual enrollment programs and high school partnership. Develops, recommends and evaluates short and long-range strategic academic plans and related policies in regards to dual enrollment.
5. Determines program needs and assist in the development and implementation of dual enrollment programs at partnering high schools.
6. Assists in the development and evaluation of academic service procedures and courses to meet the needs of dual enrollment students.
7. Ensures high school faculty who teach college courses are credentialed. Submits a list of potential dual enrollment faculty to Faculty Certification to ensure appropriate credentialing on an annual basis, or as needed. Serves as a resource to potential adjunct faculty who need assistance with credentialing.
8. Conducts visits with high school personnel on an annual basis to discuss dual enrollment and/or PCC issues or concerns.

9. Serve as a point of contact for all dual enrollment inquiries in the identified service area. Provides program advice to faculty, staff, and students. Corresponds with appropriate high school personnel, as needed.
10. Make periodic visits to assigned high schools, as needed, to meet with faculty and counselors, collects paperwork, and works with students. Functions as the internal coordinator and conduit for processes and paperwork for identified high schools.
11. Requests potential student dual enrollment rosters from each high school on an annual or semester basis. Follows-up with dual enrollment faculty to ensure student rosters are accurate/complete.
12. Collects and completes necessary paperwork, including dual enrollment course requests, and required paperwork. Creates Excel spreadsheets and/or Google Docs summarizing dual enrollment students by CRN.
13. Reviews and verifies potential students have completed all necessary steps to enroll, including taking an assessment, if required, and scoring at the appropriate level
14. Submits all necessary paperwork and dual enrollment rosters to Student Affairs staff for enrollment and assignment of exemption code.
15. Assists lead faculty and/or Department Chairs by collecting course syllabi for faculty review, and working with school staff and PCC personnel to schedule site visits, review of facilities and instructional materials (i.e. textbooks).
16. Assists with providing an orientation and other professional development for dual enrollment faculty.
17. Provides an orientation to all dual enrollment students. Serves as a point of contact for assessments and refers to appropriate Student Affairs staff person for scheduling of assessments.
18. Works with Student Affairs staff on administrative withdrawal of students as needed. Works with Master Scheduler to create CRN's for identified and approved dual enrollment classes. Assists dual enrollment faculty with SLO's reporting requirements and grade submission.
19. Assists the Master Scheduler in getting faculty to sign teaching contracts. Assists with the completion of Limited Exemption requests, if needed
20. Ensures course prerequisites are met. Aids in the collection of student evaluations of dual enrollment classes Reviews academic grades of dual enrollment students each semester or academic year
21. Assists in the collection of IGA's.
22. Assists with updating dual enrollment materials.
23. Participates in professional and community activities that pertain to Dual Enrollment and/or Early College. Serves on the Dual Enrollment Standing Committee
24. Performs all other duties and responsibilities as assigned or directed by the supervisor.

Knowledge, Skills, and Abilities:

1. Knowledge of regulatory compliance principles and practices
2. Knowledge of internal and external customer service principles and practices
3. Skill in coordinating and monitoring the work of others
4. Skill in effective communication (both written and oral)

5. Skill in positive, productive, and flexible customer service
6. Skill in project management principles, processes, and techniques
7. Ability to apply analytical and critical thinking skills as well as draw conclusions and prepare accurate reports of results
8. Ability to develop and maintain effective and positive working relationships

Supervision:

- Supervises work of others, including planning, assigning, and scheduling work, reviewing work, and ensuring quality standards, training staff, and overseeing their productivity, and signing employee(s) performance evaluation.

Independence of Action:

- Results are defined and existing practices are used as guidelines to determine specific work methods. Carries out work activities independently; supervisor/manager is available to resolve problems.

Competencies:

Competencies are the actions and behaviors that can be observed as to how work gets done that supports the College's values and strategic objectives.

- Organizational Culture: Provides an opportunity to impact the organizational culture of Pima Community College by both acknowledging the College's past and helping to chart its future.
- Student Success: Allows the opportunity to support student success as well as improve access and retention.

Minimum Qualifications:

Candidates/incumbents must meet the minimum qualifications as detailed below.

- Bachelor's degree in related field of study required.
 - Master's degree in closely related field of study preferred.
 - Up to One (1) year of related program experience required.
 - One (1) to Three (3) years of related experience preferred.
- OR An equivalent combination of certification, education and experience sufficient to successfully perform the essential duties of the job such as those listed above

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the key duties and responsibilities of this job. **Reasonable accommodations may be made to enable individuals with disabilities to perform critical tasks.**

- **Environment:** Work is performed primarily in a standard office environment with staff contact and frequent interruptions.
- **Physical:** Primary functions require sufficient physical ability and mobility to work in an standard office setting; to remain in a stationary position for prolonged periods of time; to occasionally position self to perform duties; to move, position, and/or transport objects of light to moderate (up to 20 pounds) amounts of weight; to operate office equipment including use of a computer keyboard; to travel to other locations using various modes of private and commercial transportation; and to effectively communicate to exchange information.
- **Vision:** Ability to see in the normal visual range with or without correction.
- **Hearing:** Ability to hear in the normal audio range with or without correction.

Special Conditions of Employment:

- Some evening and weekend work hours
- Pre-employment Background Check Required
- Valid AZ Driver's License