

# Job Description

Position Title: Dean of Dual Enrollment and High School Programs

Job Family: Executive Administration

Job Type: Executive - Dean

FLSA Status: Exempt

Salary Grade: 10

## Position Summary:

The Dean of Dual Enrollment and High School Programs is responsible for strategic oversight, direction, and overall responsibility for providing vision and strategic leadership for the management of Dual Enrollment service to college and high schools students, the College and local public, charter, and private schools and the District-wide campus community including the Santa Cruz County schools. The Dean of Dual Enrollment and High School Programs requires knowledge of K-12 AZ State Statutes, Arizona Department of Education protocols and policy, local school districts policies and procedures, as well as national Dual Enrollment organization policy. The Dean of Dual Enrollment and High School Programs is required to manage complex projects, such as articulating all dual enrollment alignment for programs pathway alignment with the high schools, that cut across organizational areas to meet the objectives for the entire college. The Dean of Dual Enrollment and High School Programs is responsible for all day-to-day personnel assignments, operations, and evaluations of the area of Dual Enrollment from grants, strategic initiatives College-wide, with functional and operational aspects of providing academic programs to all schools and districts.

## 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. Creates a culture of collaboration utilizing data informed decision-making, leading to increased student enrollment, retention, and completion in Dual Enrollment.
2. Coordinates the evaluation of activities and operations to ensure goals, objectives, and the needs of the student population are met pertaining to Dual Enrollment
3. Ensures area high school campus' student's, Dual Enrollment instructors and staff, and the Dual Enrollment department, operate in a safe and efficient manner, following all policies and procedures.
4. Manages campus operating budgets and annual capital budget requests.
5. Provides leadership in developing and sustaining collaborative, integrated partnerships in the Pima County and Santa Cruz County area Public/Charter/Private School Districts.
6. Participates in community outreach and development activities including development of external funding sources related to Dual Enrollment and High School Senior Transition.
7. Represents the college to all external K-12 School Districts and high school stakeholders in Pima and Santa Cruz County areas (in collaboration with appropriate college departments).
8. Recognizes and creates opportunities in response to K-12 School District needs and Dual Enrollment educational trends.
9. Researches and develops recommendations for programs relevant to our Dual Enrollment Programs.

10. Supports accountability systems to ensure program/service goals, objectives, policies, and procedures are met.
11. Provides operational support to academic deans, instructional staff, faculty and adjunct faculty, and staff working at the assigned high school campus.
12. Ensures successful daily operations of the Student Affairs, instructional support, the library, grants, academic divisions, and additional work units on the high school campus relating to Dual Enrollment and senior high school transition.
13. Coordinates the evaluation of activities and operations to ensure goals, objectives, and the needs of the student population are met.
14. Participates in the development and implementation of department and high school campus strategic plan and facilitates implementation of plans.
15. Develops mechanisms for a wide range of delivery systems and the use of new and emerging technology in support of campus operations wherever needed at dual enrollment high schools.
16. Coordinates activities with other College departments and high school campuses and outside agencies relevant to dual enrollment and senior transition
17. Initiates the process and support the selection of high school dual enrollment adjunct faculty.
18. Creates and maintain a high level of staff morale conducive to the attainment and development of instructional requirements and service innovations at dual enrollment high schools.
19. Mentors, motivates, and evaluates personnel.
20. Serves on a variety of committees and study groups.
21. Performs all other duties and responsibilities as assigned or directed by the supervisor.

### **Knowledge, Skills, and Abilities:**

- Knowledge of advising and counseling practices
- Knowledge of business management and fiscal practices
- Knowledge of principles and methods for promoting programs and services
- Knowledge and application of various instructional methodologies
- Skill in budget/resource management
- Skill in people leadership and supervision
- Skill in program development and process improvement
- Ability to develop and maintain effective and positive working relationships

### **Supervision:**

- Supervises work of other supervisors/managers, including planning, assigning, scheduling, and reviewing work, ensuring quality standards. Is responsible for hiring, terminating, training, and developing, reviewing performance, and administering corrective action for staff. Plans organizational structure and job content.

## Independence of Action:

- Results are defined; employee sets own goals and determines how to accomplish results with few or no guidelines to follow, although precedents may exist; supervisor/manager provides broad guidance and overall direction.

## 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.
- Governance, Institutional Policy, and Legislation: Allows impact on the guidelines that determine how the College operates.
- Student Success: Allows the opportunity to support student success as well as improve access and retention.
- Institutional Leadership: Provides the opportunity to provide leadership across the institution. Leading by example and supporting team building.
- Institutional Infrastructure: Allows participation in the development of foundational aspects of the College, including the establishment of a strategic plan, financial and facilities management, accreditation, and technology planning.

## Minimum Qualifications:

Candidates/incumbents must meet the minimum qualifications as detailed below

- Master's degree in Administration, Leadership K-12, Higher Education, or a closely related field of study required.
- Doctoral Higher Education or a closely related field of study preferred.
- Five (5) years of School Principal experience required.
- Eight (8) years of related teaching experience required.
- Six plus (6+) years of supervisory experience preferred.
- Arizona Department of Education K-12 Principal or Superintendent Certificate 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 a standard office setting; to remain in a stationary position for prolonged periods of time; to occasionally position self to perform duties; to position or transport 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:

- Occasional work evenings or weekends.
- Pre-employment Background Check Required