

# Job Description

Position Title: Director of Dual Enrollment

Job Group: Academic Affairs

Job Level Group: Director

FLSA Status: Exempt

## Position Summary:

The Director Dual Enrollment provides tactical and operational leadership and complex administrative support for major district operations. Ensures delivery of dual enrollment services to College and high schools students, charter, private schools, and district campus communities. Directs operations of the area of dual enrollment including College grants and strategic initiatives. Performs the operational aspects of dual enrollment College Centers of Excellence and 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. Administers and implements the operational processes of dual enrollment programming for the College and all external partnerships of local high schools. Provides support to academic deans, instructional staff, faculty, adjunct faculty, and staff.
2. Initiates, communicates, and monitors qualifications of all Dual Enrollment High School Instructors. Develops and manages instructor costs, and makes billing recommendations for high schools pertaining to dual enrollment and early college.
3. Provides administrative direction and supervision to staff. Assigns projects and objectives; conducts performance evaluations; and, develops, motivates, and trains staff. Manages hiring, termination, and disciplinary actions with subordinates.
4. Monitors Dual Enrollment high school course grades and Continuous Learning Plan (CLP) process to completion.
5. Creates and monitors plans for department scheduling and proctoring of all assessments of all dual enrollment students. Initiates and completes Master Schedule requests. Monitors Proof of Schedules for all sections of dual enrollment courses.
6. Creates, develops, and administers solutions, strategic activities, aligned objectives, and processes and procedures for dual enrollment. Conducts research, analysis and provides findings and recommendations. Develops solutions to processes pertaining to Dual Enrollment.
7. Serves as a member of multiple executive administrative teams. Represents the College at legislative government pertaining to K-12 law changes in credit alignment or dual enrollment changes.
8. Ensures the College complies with all state, federal, and higher learning commission policies and requirements pertaining to dual enrollment business operations. Collaborates with other state and national institutions to explore and become more aware of best practices for dual enrollment.
9. Performs all other duties and responsibilities as assigned or directed by the supervisor.

## Knowledge, Skills, and Abilities:

- Knowledge and application of interviewing and investigative methods and procedures
- Knowledge of administrative procedures and practices
- Knowledge of advising and counseling practices
- Knowledge of internal and external customer service principles and practices
- Knowledge of principles and methods for promoting programs and services
- Knowledge of project management principles
- Skill in people leadership and supervision
- Ability to apply analytical and critical thinking skills as well as draw conclusions and prepare accurate reports of results
- Ability to apply effective written and verbal communication skills

## 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.

- Student Success: Allows the opportunity to support student success as well as improve access and retention.
- 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 degree in Curriculum and Instruction, Leadership, or a closely related field of study preferred.
  - Five (5) to eight (8) years of related experience required
  - Eight plus (8+) years of related experience preferred
  - Three (3+) years of supervisory experience required
- 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 stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate (up to 20 pounds) amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; may be required to travel to other locations using various modes of private and commercial transportation; and to verbally 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:

- Pre-employment Background Check Required
- Some evening or weekend work hours