

DIRECTOR, DUAL ENROLLMENT

DEFINITION

Under administrative direction, plans, organizes, manages, and provides direction and oversight for all functions and activities of the Dual Enrollment Program; coordinates assigned activities with other College departments, officials, and outside agencies; acts as a liaison between the college and high schools/districts and is responsible for managing and enforcing the terms and conditions of memorandum of understandings related to these programs; is responsible for managing dual enrollment course offerings at local high schools; represents the College and interfaces with multiple school districts personnel, school site administrators, and other partners; provides highly responsible and complex professional assistance in areas of expertise.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from assigned managerial personnel. Exercises general direction and supervision over professional, technical, and administrative support staff.

CLASS CHARACTERISTICS

This is a Director classification which oversees, directs, and participates in all activities of the Dual Enrollment Program, including planning, development and administration of departmental policies, procedures, and services. This class provides assistance in a variety of administrative, coordinative, analytical, and liaison capacities. Successful performance of the work requires knowledge of dual enrollment, articulation, state and federal regulations applicable to concurrent enrollment, College functions and activities, and the ability to develop, oversee, and implement projects and programs in a variety of areas.

EXAMPLES OF ESSENTIAL FUNCTIONS (ILLUSTRATIVE ONLY)

1. Plans, supervises, assesses, and evaluates the Dual Enrollment program; develops and implements services, strategies, projects, goals, and objectives for each program.
2. Meets with institutions' administrators for course scheduling, curriculum offerings, conflict resolution, resources, and personnel to assure clear communications and enrollment practices and to conduct needs analyses to inform preparation of a Memorandum of Understanding.
3. Prepares recommendations and/or contracts as appropriate and submits them to the administration and/or the Board of Trustees for consideration.
4. Ensures constituents' awareness of and promotes student participation in the College's comprehensive student support services including, but not limited to, counseling, matriculation, tutors, and books. Works with College staff to facilitate enrollment to high school students participating in a career pathway and support services.

5. Oversees dual enrollment courses and activities meet Career Access Pathways Act requirements and comply with established standards, laws, codes, rules, regulations, policies, and procedures.
6. Articulates and represents the educational needs and intervention strategies related to equity-based access practices designed to increase the successful enrollment of a diverse student population.
7. Establishes and maintains program timelines and priorities for program operations according to established College deadlines; participates with the coordination of course and Guided Pathways offerings; collaborates with academic departments and divisions to ensure faculty coverage for each course.
8. Oversees, develops, and implements complex outcomes tracking systems, researches and analyzes program data; prepares comprehensive technical records and reports; compiles and submits required documents and reports to official government agencies; implements findings and takes corrective action, as necessary; prepares and presents various reports and other necessary correspondence; supervises the preparation and maintenance of related reports, records, and files; ensures the proper documentation of activities.
9. Facilitates and coordinates admission, program registration, and articulation of programs between the College and high schools/districts.
10. Develops and coordinates marketing, recruitment, and outreach activities to facilitate and enhance schools, districts, parents, and students' knowledge of and participation in Dual Enrollment Programs.
11. Establishes and maintains contact with the County Office, Regional Occupational Programs (ROP), committees, community groups, and local agencies; strengthens partnerships within and outside of the College to expand opportunities for high school students to achieve program completion; conducts site visits and strengthen communication between the College, high schools/districts, and their respective academic and student affairs departments.
12. Develops and monitors budgets, coordinates expenditures, and maximizes financial resources; assists with the invoicing of expenses related to program activities.
13. In collaboration with Research and Institutional Effectiveness, surveys and collects data on students and alumni, and may annually conduct surveys of participating high school instructors, principals, and guidance counselors for feedback and assessment for program development.
14. Selects, trains, motivates, and directs the assigned department personnel; evaluates and reviews work for acceptability and conformance with department standards, including program and project priorities and performance evaluations; works with employees on performance issues; implements discipline procedures; responds to staff questions and concerns.
15. Participates in and supports employee participation on committees, task forces, and special assignments, including, but not limited to, Screening and Selection Committees, mandated trainings, and DEISAA related trainings as required.
16. Prepares and delivers DEISAA-minded presentations related to assigned areas as required.
17. Performs other related duties as assigned.

QUALIFICATIONS

Knowledge of:

1. Principles and practices of supporting a diverse, equitable, inclusive, socially just, anti-racist, and accessible academic and work environment.
2. Administrative principles and practices, including goal setting, program development, implementation, and evaluation, and project management.
3. Pertinent federal and state laws, regulations, standards, and requirements concerning Dual Enrollment Programs.
4. Curriculum standards, requirements, interpretation, and application in Dual Enrollment Programs.
5. Strategic planning in organization and management practices, assessment, analysis, and evaluation of programs, policies, and administrative needs.
6. Learning and student success processes, assessment, program outcomes, and application of technology.
7. Principles and practices of employee supervision, including work planning, assignment, review and evaluation, and the training of staff in work procedures.
8. Budget development, administrative practices, and organizational and management practices as applied to the analysis and evaluation of projects, programs, policies, procedures, and operational needs.
9. Philosophy and objectives of community colleges.
10. Advertising and marketing methods and techniques.
11. Modern office practices, methods, and computer equipment and applications related to the work.
12. Techniques for effectively representing the College in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.
13. Techniques for providing a high level of customer service by effectively interacting with the public, vendors, students, and College staff, including individuals of various ages, disabilities, socio-economic, and ethnic groups.

Skills & Abilities to:

1. Implement, advocate for, and communicate the College's vision and commitment to creating a diverse, equitable, inclusive, socially just, anti-racist, and accessible academic and work environment.
2. Oversee and address gaps in diversity, equity, inclusion, social justice, anti-racism, and accessibility in recruitment and retention of faculty, management, and staff.
3. Exercise critical thinking and sound decision-making through observing, analyzing, inferring, communicating, and problem-solving in challenging situations with ethics, tact, confidence, and diplomacy.
4. Create and execute resources and programming towards the goal of being a diverse, equitable, inclusive, and anti-racist academic and work environment.
5. Evaluate and develop improvements in operations, procedures, policies, or methods.
6. Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.

7. Design training programs, documentation, and deliver presentations on a variety of related topics.
8. Developing assessment and processes to enhance program outcomes.
9. Closing contracts and successfully completing transactions.
10. Learn, interpret, and ensure compliance with established standards, laws, codes, rules, regulations, policies, and procedures pertaining to programs under assigned responsibility.
11. Meet change with innovation to promote and meet the College mission.
12. Organize, plan, and develop new concepts to enhance the programs, analyze outcomes, and prepare clear and concise reports and improvements.
13. Effectively represent the department and the College in meetings with governmental agencies, community groups, and various businesses, professional, and regulatory organizations, and in meetings with individuals.
14. Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
15. Communicate effectively through various modalities.
16. Review situations accurately and determine appropriate course of action using judgment according to established policies and procedures; understand scope of authority in making independent decisions.
17. Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

1. A Master's degree from a regionally accredited college or university in education or related field, and;
2. Three (3) full-time equivalent years of progressively responsible experience reasonably related to the administrative assignment.

Desirable Qualifications:

1. Proven track record of implementing or overseeing programs or policies relating to diversity, equity, inclusion, anti-racism, and accessibility, preferably in institutions serving minoritized populations such as Hispanic Serving Institution (HSI) and Asian American and Native American Pacific Islander-Serving Institution (AANAPISI); OR
2. Proven track record of participating in programs relating to diversity, equity, inclusion, anti-racism, and accessibility, preferably in institutions serving minoritized populations such as Hispanic Serving Institution (HSI) and Asian American and Native American Pacific Islander-Serving Institution (AANAPISI).

Licenses and Certifications:

Possession of, or ability to obtain, a valid California Driver's License by time of appointment.

PHYSICAL DEMANDS

Must be able to work in a standard office setting and use standard office equipment, including technological devices; to communicate with individuals at various College and meeting sites; the ability to understand and comprehend written and electronic materials; and the ability to receive, review, and respond to communications in person, before groups, and over and through various media. This is primarily a sedentary office classification although movement between work areas may be required. Positions in this classification occasionally may need to physically reach, push, and pull drawers open and closed to retrieve and file information. Incumbents must possess the ability to lift, carry, push, and pull materials and objects up to 20 pounds.

ENVIRONMENTAL ELEMENTS

Incumbents work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Incumbents may interact with staff, students, and/or the public in interpreting and enforcing departmental policies and procedures.

Amended: 4/2022; 8/2023