

TITLE: Coordinator, Early College Credit

CLASSIFICATION: Classified

SALARY GRADE: C12

SCOPE OF POSITION:

Under general direction, the Coordinator, Early College Credit coordinates all activities related to the planning, development, and implementation of early college credit experiences, including dual enrollment and College and Career Access Pathways (CCAP); facilitates program operations; ensures compliance with state regulations; and provides support to students, families, and secondary schools/districts and the Sonoma County Office of Education (SCOE).

KEY 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. Supports the Early College Credit liaison and coordinates early college credit partnerships.
2. Coordinates with departments on program development, implementation, and promotion; including the development of short and long-range plans for early college credit initiatives.
3. Serves as liaison for counseling, matriculation, tutorial services, and textbooks; works with staff to facilitate enrollment for secondary school students participating in a career pathway.
4. Assists with development and maintenance of agreements between the District and TK-12 partners, including the preparation of contracts, MOUs, and agreements.
5. Assists with submitting agreements for Board approval, and informational presentations to the Board of Trustees.
6. Coordinates CCAP course scheduling details with SRJC partners.
7. Works with instructors, staff, and secondary schools/districts to ensure that current and future early college credit offerings, including articulation and dual enrollment courses, comply with established standards, laws, codes, rules, regulations, policies and procedures.
8. Supports dual enrollment events, orientations, workshops, and presentations.
9. Conducts site visits to strengthen communication between Santa Rosa Junior College, secondary schools/districts, and their respective academic and student services departments; and to ensure courses offered in the secondary school are at parity with the courses offered at SRJC.
10. Supports program evaluation by collecting data and generating reports; including tracking student enrollment, progress, and program outcomes.
11. Reviews and updates Dual Enrollment Handbook and calendars annually; updates all forms, letters, and mailers as necessary.

KNOWLEDGE OF:

1. Strategic planning, assessment, analysis and evaluation of programs, policies, and administrative needs.
2. Student success processes and program outcomes.
3. Outreach, advertising, public relations, and marketing methods and techniques.

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KNOWLEDGE OF – Continued

4. Budget preparation and reporting.
5. College course instruction, academic support services (i.e. counseling, outreach) and/or faculty support.
6. College and Career Access Pathways (CCAP) agreements
7. Enrollment trends and student demographics
8. Relevant local, state, and federal rules and regulations, programs, policies and procedures; including dual enrollment programs.
9. Applicable technology usage, including standard office productivity software and other appropriate technology.

ABILITY TO:

1. Plan and give presentations to individuals and groups.
2. Interpret, apply, and explain legal mandates, policies, regulations, and guidelines.
3. Maintain detailed records and compile statistical information.
4. Collaborate productively and cooperatively with individuals and groups both internally and/or externally.
5. Communicate effectively, both orally and in writing.
6. Exercise appropriate judgement in interactions with others and with work processes.
7. Interact with the public in a helpful, courteous, and professional manner.
8. Demonstrate sensitivity to, and respect for, a diverse population.

QUALIFICATIONS:

Candidates/incumbents must meet the minimum qualifications as detailed below, or file for equivalency. Equivalency decisions are made on the basis of a combination of education and experience that would likely provide the required knowledge and abilities. If requesting consideration on the basis of equivalency, an Equivalency Application is required at the time of interest in a position (equivalency decisions are made by the supervising administrators, in coordination with the department where the vacancy exists, if needed.)

EDUCATION:

Bachelor's degree in education, counseling, public administration, or a related field.

EXPERIENCE:

2+ years of increasingly responsible experience working with instructional or similar programs in secondary or post-secondary education or academic advising.

OTHER REQUIREMENTS:

- This classification requires the use of a personal or District vehicle while conducting District business. Must possess a valid (Class C) California driver's license and an acceptable driving record.
- The position requires frequent travel to various area high schools, organizations and community agencies, with occasional out-of-district travel.
- Requires some evening and weekend work.

SANTA ROSA JUNIOR COLLEGE COMMITMENT:

All classifications require a commitment to the District's Vision, Mission, Values, Goals and Objectives as articulated in the [Strategic Plan](#).