



TITLE: Director, Dual Enrollment Pathways and Partnerships

CLASSIFICATION: Management Team - Classified Administrator

SALARY RANGE: 22

SCOPE OF POSITION:

Under the direction of the Vice President of Academic Affairs/Assistant Superintendent and in collaboration with the Vice President of Student Services/Assistant Superintendent, provides administrative leadership and supervision for all activities related to the planning, development and implementation of early college credit experiences, including dual enrollment instructional offerings, and the K-12 Strong Workforce Programs (K-12/SWP). This Director is the liaison between the College and secondary schools/districts and the County Office of Education and is responsible for managing and enforcing the terms and conditions of Memorandum of Understandings, College and Career Access Pathways (CCAPs) and other partnership agreements related to these programs.

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. Plan, supervise, assess, and evaluate early college credit offerings, including dual enrollment programs; develop and implement services, strategies, projects, goals and objectives for each program.
2. Conduct needs analyses with high school/district partners and in the preparation of Memorandum of Understandings (MOUs) and other partnership agreements.
3. Assist with the establishment and maintenance of agreements between the College and its K-12 partners, including participating in the writing, reviewing, editing, updating, and filing of contracts, MOUs, and agreements.
4. Identify, secure, and oversee strategic grants to support career and technical education instructional pathways from K-12 to college, including the development and implementation of activities, processes, and procedures that integrate multiple agency requirements.
5. Work with District and external agencies to foster community relationships and guide opportunities with community-based organizations, area high schools, business and industry, and the public sector to promote career and technical education instructional offerings, especially for first generation, historically under-represented students.
6. Ensure student support structure is established where applicable, including: counseling, matriculation, tutorial services, and books; work with College staff to facilitate enrollment for secondary school students participating in a career pathway.
7. Work collaboratively with instructors, staff, and high 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. Serve as a liaison between SRJC and secondary school institutions for early college credit course scheduling, curriculum, conflict resolution, resources and staffing to assure clear communications.

KEY DUTIES AND RESPONSIBILITIES – Continued

9. Initiate and oversee the development of articulation agreements between SRJC and secondary schools/districts, including the coordination of the faculty review process between the college and secondary schools/districts.
10. Negotiate and coordinate the renewal process for SRJC to secondary school/district articulation agreements per established timelines.
11. Direct and participate in the preparation and maintenance of various narrative and statistical records and reports; submit mandated reports to appropriate staff according to established timelines.
12. Establish and maintain program timelines and priorities; participate with the coordination of course offerings and work cooperatively with department administrators and faculty chairs to ensure faculty coverage for each course.
13. Conduct site visits to strengthen communication between Santa Rosa Junior College, secondary schools/districts, and their respective academic and student services departments; visit the secondary schools and ensure courses offered in the secondary school are at parity with the courses offered at SRJC.
14. Collaborate with student services departments to develop and coordinate marketing, recruitment and outreach activities to facilitate and enhance knowledge of and participation in dual enrollment programs by students; establish and maintain contact with the County Office, Regional Occupational Programs (ROP), committees, community groups, and local agencies.
15. Develop and monitor budgets, coordinate expenditures and maximize financial resources; assist with the financial responsibilities related to program activities.
16. Conduct end-of-term student evaluations for each dual enrollment course offered as needed; survey and collect data on students and alumni, and may annually conduct surveys of participating high school instructors, principals, and academic counselors.
17. Lead, supervise, train, and evaluate assigned staff.
18. Participate on and chair committees, task forces, and special assignments; prepare and deliver oral presentations related to assigned areas.

KNOWLEDGE OF:

1. Pertinent federal and state laws, regulations, standards, and requirements concerning dual enrollment programs.
2. Curriculum standards, requirements, interpretation and application in dual enrollment programs.
3. Strategic planning in organization and management practices, assessment, analysis and evaluation of programs, policies, and administrative needs.
4. Learning and student success processes, assessment, program outcomes, and application of technology.
5. Outreach, advertising and marketing methods and techniques.
6. Budget preparation and control.
7. Public relations techniques.
8. Problem solving and conflict resolution in an academic environment.

ABILITY TO:

1. Learn, interpret, and ensure compliance with established standards, laws, codes, rules, regulations, policies and procedures pertaining to programs under assigned responsibility.
2. Oversee, plan, organize and implement complex work projects.
3. Organize, plan, and develop new concepts to enhance the programs, analyze outcomes, and prepare clear and concise reports and improvements.
4. Meet change with innovation to promote and meet the college mission.
5. Guide and direct others in goal achievement.
6. Develop and monitor budgets and maximize financial resources.
7. Demonstrate sensitivity to, and respect for, a diverse population.
8. Facilitate meetings and design collaborative participatory governance events.
9. Work effectively with faculty, staff, department chairs, program coordinators, and Chancellor's Office staff.
10. Manage staff and contractors on a variety of tasks related to grant-funded projects.
11. Direct the maintenance of a variety of reports, records and files related to assigned activities.

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:

Master's degree in a related area required with a major or concentration in Education, Counseling, or Psychology preferred.

Experience:

Increasingly responsible leadership experience working with instructional or similar programs. Experience teaching college courses, providing academic support services (such as counseling, outreach) and/or, providing faculty support preferred.