

## **ASSISTANT DIRECTOR, DUAL ENROLLMENT**

### **DEFINITION**

Under administrative direction, assists with, plans, organizes, manages, and provides administrative direction and oversight for functions and activities of the Dual Enrollment Program; coordinates assigned activities with other College departments, officials, and outside agencies; is responsible for assisting with 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 to the Associate Vice President, Instruction and Director, Dual Enrollment in areas of expertise.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives administrative direction from the Director, Dual Enrollment. Exercises general direction and supervision over professional, technical, and administrative support staff in the absence of the Director.

### **CLASS CHARACTERISTICS**

This is an Assistant Director classification that assists the Director and participates in all activities of the Dual Enrollment Program, including short- and long-term planning and development and administration of departmental policies, procedures, and services. This class provides assistance to the Director, Dual Enrollment and the Associate Vice President, Instruction 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. Responsibilities include coordinating the activities of the department with school districts and assisting with the complex and varied functions of the department. The incumbent is accountable for accomplishing departmental planning, operational goals and objectives, and for furthering College goals and objectives within general policy guidelines.

### **EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)**

1. Collaborates with the planning, supervision, assessment, and evaluation of the Dual Enrollment program; develops and implements services, strategies, projects, goals, and objectives for each program.
2. Assists alongside the Director, Dual Enrollment with recommendations and/or contracts as appropriate for future submission to the administration and/or the Board of Trustees.
3. Responsible for ensuring student support structure is established for each signed agreement, 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.
4. Works collaboratively with instructors, staff, and high schools/districts to ensure that current and future dual enrollment courses and activities meet Career Access Pathways Act requirements and comply with established standards, laws, codes, rules, regulations, policies, and procedures.
5. Resolves problems with students of the program.
6. Directs and coordinates support services; assists program participants with obtaining and maintaining program enrollment, goals, and progress; provides program information to students, parents, and the community.
7. Establishes and maintains program timelines and priorities; actively participates with the coordination of course offerings with College and high school administrators.

8. Participates in the preparation and maintenance of various narrative and statistical records and reports; submits mandated reports to appropriate personnel according to established timelines.
9. Aids in the facilitation of admission, program registration, and articulation of programs collaborating between the College and high schools/districts while conducting on site workshops and presentations.
10. Conducts site visits and strengthen communication between the College, high schools/districts, and their respective academic and student affairs departments; visits the high schools and ensures courses offered in the high school are the same as the courses offered on the College campus.
11. Coordinates marketing, recruitment, and outreach activities to facilitate and enhance knowledge of and participation in Dual Enrollment Programs by students.
12. May participate in and oversee the administration of program and/or project budgets, including monitoring expenditures and invoicing expenses related to program activities.
13. Collaborates with Research to conduct end-of-term student evaluations for each dual enrollment course offered, as needed; surveys and collects data on students and alumni, and may annually conduct surveys of participating high school instructors, principals, and guidance counselors.
14. Participates on committees, task forces, and special assignments; prepares and delivers oral presentations related to assigned areas if needed.
15. Provides a working and learning environment that is free from prohibited discrimination, harassment and retaliation (DHR), and provided by applicable law and College policies; attends College mandated DHR training and participates in DHR investigations as directed; assists in providing information and resources to individuals who bring forward DHR complaints and reporting possible DHR complaints to the Director, Equal Employment Opportunity Programs in Human Resources and other appropriate authority as necessary.
16. Performs other related duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

1. Administrative principles and practices, including goal setting, program development, implementation, and evaluation, and project management.
2. Pertinent federal and state laws, regulations, standards, and requirements concerning Dual Enrollment Programs.
3. Curriculum standards, requirements, interpretation, and application in Dual Enrollment Programs.
4. Strategic planning in organization and management practices, assessment, analysis, and evaluation of programs, policies, and administrative needs.
5. Learning and student success processes, assessment, program outcomes, and application of technology.
6. Principles and practices of employee supervision, including work planning, assignment, review and evaluation, and the training of staff in work procedures.
7. Budget development, administrative practices, and organizational and management practices as applied to the analysis and evaluation of projects, programs, policies, procedures, and operational needs.
8. Integrated management systems.
9. Philosophy and objectives of community colleges.
10. Advertising and marketing methods and techniques.
11. Record-keeping principles and procedures.
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 dealing with the public, vendors, students, and College staff, including individuals of various ages, disabilities, socio-economic, and ethnic groups.

**Skills & Abilities to:**

1. Assist in developing assessment and processes to enhance program outcomes.
2. Organizing work and building an effective team to meet the needs of the assigned areas.
3. Assist with closing contracts and successfully completing transactions.
4. Using correct English, grammar, spelling, punctuation, and vocabulary to prepare reports, professional correspondence, and presentations. Effectively communicate in person, over the telephone, and in writing.
5. Problem solving and conflict resolution in an academic environment.
6. Learn, interpret, and ensure compliance with established standards, laws, codes, rules, regulations, policies, and procedures pertaining to programs under assigned responsibility.
7. Meet change with innovation to promote and meet the College mission.
8. Organize, plan, and develop new concepts to enhance the programs, analyze outcomes, and prepare clear and concise reports and improvements.
9. Guide and direct others in goal achievement.
10. Develop and deliver training programs and presentations.
11. Develop and monitor budgets and maximize financial resources.
12. 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.
13. Establish and maintain a variety of filing, record-keeping, and tracking systems.
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. Operate modern office equipment including computer equipment and specialized software applications programs.
16. Understand scope of authority in making independent decisions.
17. Review situations accurately and determine appropriate course of action using judgment according to established policies and procedures.
18. Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
19. Learns and applies emerging technologies and, as necessary, to perform duties in an efficient, organized, and timely manner.

**Education and Experience:**

*Any combination of training and experience which would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:*

Master's degree from a regionally accredited college or university and two (2) years of progressively responsible Dual Enrollment experience reasonably related to the administrative assignment.

**Licenses and Certifications:**

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

### **PHYSICAL DEMANDS**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle to visit various College and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in persona and over the telephone. This is primarily a sedentary office classification although standing and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, 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.