

DEFINITION

Under administrative direction, plans, organizes, manages, and provides administrative direction and oversight for all functions and activities of the Dual Enrollment Program; coordinates assigned activities with other District 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 and other off-campus sites; 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 Vice President of Instruction in coordination with the Vice President of Student Services in areas of expertise.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the Associate Vice President of Instruction. Exercises general direction and supervision over professional, technical, and administrative support staff.

CLASS CHARACTERISTICS

This is a Director classification that oversees, directs, 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 Vice President of Instruction in coordination with the Vice President of Student Services 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, District 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 those of other departments and outside agencies and managing and overseeing the complex and varied functions of the department. The incumbent is accountable for accomplishing departmental planning and operational goals and objectives and for furthering District goals and objectives within general policy guidelines.

EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)

- Plan, supervise, assess, and evaluate the Dual Enrollment program. Develop and implement services, strategies, projects, goals and objectives for each program.
- Coordinate with related campus offices including Counseling, High School Outreach, Admissions and Records, and Assessment.
- Meet with high schools/districts administrators and conduct needs analyses in order to prepare a Memorandum of Understanding acceptable to both, the college and the high schools/districts.
- Prepare recommendations and/or contracts as appropriate and submits them to the administration and/or the Board of Trustees for consideration.
- Ensure student support structure is established for each signed agreement, including but not limited to counseling, matriculation, tutors, and books. Work with college staff to facilitate enrollment to high school students participating in a career pathway.

- Work 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.
- Serve as a liaison between institutions for course scheduling, curriculum, conflict resolution, resources and personnel to assure clear communications and enrollment practices.
- Resolve problems raised by faculty and students of the program.
- Provide and coordinate support services; assist program participants with obtaining and maintaining program enrollment, goals and progress.
- Provide program information to students, parents, and the community.
- Establish and maintain program timelines and priorities; participate with the coordination of course offerings and ensure faculty coverage for each course.
- Direct and participate in the preparation and maintenance of various narrative and statistical records and reports.
- Submit mandated reports to appropriate personnel according to established time-lines.
- Facilitate and coordinate admission, program registration, and articulation of programs between the college and the high schools/districts.
- Conduct site visits and strengthen communication between the Mount San Antonio Community College District, high schools/districts, and their respective academic and student affairs departments.
- Visit the high schools and other off-campus sites to ensure courses offered in those locations are the same as the courses offered on the college campus.
- 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.
- Develop and monitors budgets, coordinate expenditures and maximizes financial resources. Assist with the invoicing of expenses related to program activities.
- 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 guidance counselors.
- Lead, supervise, train, and evaluate assigned personnel.
- Participate on and chairs committees, task forces, and special assignments. Prepare and deliver oral presentations related to assigned areas.
- Maintain currency of knowledge and skills related to the duties and responsibilities.
- Perform other related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Pertinent federal and state laws, regulations, standards, and requirements concerning Dual Enrollment programs.
- Curriculum standards, requirements, interpretation and application in Dual Enrollment Programs.
- Strategic planning in organization and management practices, assessment, analysis and evaluation of programs, policies, and administrative needs.
- Learning and student success processes, assessment, program outcomes, and application of technology.

- Record-keeping principles and procedures.
- Modern office practices, methods, computer equipment and applications related to the work.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, students, and District staff, including individuals of various ages, disabilities, socio-economic and ethnic groups.
- Integrated management systems
- Philosophy and objectives of community colleges.
- Advertising and marketing methods and techniques.
- Budget preparation and control.
- Public relations techniques.

Skills & Abilities to:

- Develop assessment and processes to enhance program outcomes.
- Organizing work and building an effective team to meet the needs of the assigned areas.
- Closing contracts and successfully completing transactions.
- Using correct English, grammar, spelling, punctuation and vocabulary to prepare reports, professional correspondence, and presentations.
- Problem solving and conflict resolution in an academic environment.
- Learn, interpret, and ensure compliance with established standards, laws, codes, rules, regulations, policies and procedures pertaining to programs under assigned responsibility.
- Meet change with innovation to promote and meet the college mission.
- Organize, plan, and develop new concepts to enhance the programs, analyze outcomes, and prepare clear and concise reports and improvements.
- Guide and direct others in goal achievement.
- Develop and deliver training programs and presentations. Develop and monitor budgets and maximize financial resources.
- Effectively represent the department and the District in meetings with governmental agencies, community groups, and various businesses, professional, and regulatory organizations, and in meetings with individuals.
- Establish and maintain a variety of filing, record-keeping, and tracking systems.
- 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.
- Operate modern office equipment including computer equipment and specialized software applications programs.
- Use English effectively to communicate in person, over the telephone, and in writing. Understand scope of authority in making independent decisions.
- Review situations accurately and determine appropriate course of action using judgment according to established policies and procedures.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

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:

Equivalent to a bachelor's degree from a regionally accredited college or university and five (5) years of experience reasonably related to the administrative assignment. Master's degree desirable.

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 and to visit various District and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person 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. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 20 pounds.

ENVIRONMENTAL ELEMENTS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may occasionally work outdoors for assigned events and be exposed to loud noise levels, cold and/or hot temperatures, and dust, fumes. Employees may interact with staff, students, and/or the public in interpreting and enforcing departmental policies and procedures.