



POSITION DESCRIPTION

TITLE: Assistant Director, Dual Credit & Early College High School Program
FLSA STATUS: Exempt
CATEGORY: Professional
GRADE: D

Job Summary: Assist the Director in day-to-day planning, developing, managing, and implementing the student services and registrar support services for Dual Credit & Early College High School Program (DC/ECHSP).

ESSENTIAL FUNCTIONS:	YEARLY PERCENT OF TIME
1. Assist the Director in the day-to-day planning, developing, managing, and implementing the student support services for DC/ECHSP. Assist with staff schedules, reports and deadlines needed for completion of all assigned duties and activities. Provide direct supervision of assigned staff to include coordinating and delegating work. Troubleshoot and recommend solutions for complex problems identified by staff.	25%
2. Assist in the planning, implementation and interpretation of policies and procedures to ensure regulatory program compliance; monitor internal operational standards. Ensure staff is knowledgeable in current rules and regulations through staff training and development.	20%
3. Responsible for personnel management activities of assigned staff; including orientation, performance appraisal, coaching, and professional development. Participate in hiring, evaluation, and mentoring of staff.	15%
4. Assist the Director in a variety of tasks including presentations to EPCC, high school personnel and community organizations.	15%
5. Maintain and ensure accuracy of records in student information system as they relate to DC/ECHSP. Serve as a liaison and coordinate student information with other departments as needed. Maintain required records and statistics. Prepare and submit required reports as requested by the Director.	10%
6. Assist the Director in fiscally related tasks to include monitoring expenditures, verifying charges, and resolving issues. Represent and perform job duties on behalf of the Director in his/her absence.	10%
7. Perform other duties as assigned. In-person work on campus is an essential function of this position.	5%

SUPERVISORY RESPONSIBILITIES: Direct supervision of staff assigned to functional area.

ESSENTIAL QUALIFICATIONS:

EDUCATION: Bachelor's Degree.

EXPERIENCE: Four (4) years of related experience.

SPECIAL CONDITIONS:

This is a security-sensitive position as defined under the Texas Education Code, Section 51.215; the successful applicant will be required to undergo a criminal background check, as permitted and/or required by applicable law, and in accordance with the College's policies and procedures

SPECIAL SKILLS AND ABILITIES:

1. Skills/Abilities:

- Knowledge of and ability to research complex federal and state regulatory guidance as well as college policies and procedures;
- Ability to maintain consistency in actions and practices and general management skills.
- Analytical skills and detailed oriented;
- Conflict resolution, leadership, and teambuilding skills;
- Strong interpersonal and organizational skills;
- Excellent written and verbal communication skills.

2. Equipment Used: Personal computer and related peripherals as well as other equipment associated with a general office environment (e.g. typewriter, copier, fax, and multi-line telephone).

3. Software Used: Integrated administrative software, e.g. Apache and Banner, and a variety of a word processing, spreadsheet, database, and presentation software.

PHYSICAL REQUIREMENTS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this Job, the employee is regularly required to use hands to finger, handle, or feel. The employee is frequently required to walk and sit. The employee is occasionally required to stand; reach with hands and arms; talk or hear and taste or smell. The employee must occasionally lift and move up to 10 pounds. Specific vision abilities required by this job include close vision, color vision, peripheral vision and ability to adjust focus.

INTERPERSONAL SKILLS

Alternative or combined skills in understanding, negotiating, selecting, developing, and motivating people are important due to constant interaction with other people within the district and community, as well as the position's accountability for the development, motivation, assessment, and reward of employees, and to deal with irrational situations where the outcome is unpredictable.

WORKING CONDITIONS:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The noise level in the work environment is usually moderate.

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PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands and work environment factors described below are representative of those that must be met by an employee to successfully perform the essential functions of this job.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand		X		
Walk			X	
Sit			X	
Use hands to finger, handle or feel				X
Reach with hands and arms		X		
Climb or balance	X			
Stoop, kneel, crouch, or crawl		X		
Talk			X	
Hear			X	
Taste		X		
Smell		X		

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds		X		
Up to 25 pounds	X			
Up to 50 pounds	X			
Up to 100 pounds	X			
More than 100 pounds	X			

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions(non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions	X			
Extreme cold(non-weather)	X			
Extreme hot (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

VISION DEMANDS:	Required
No special vision requirements	
Close vision (clear vision at 20 inches or less)	X
Distance vision (Clear vision at 20 feet or more)	
Color vision (ability to identify and distinguish colors)	X
Peripheral vision	X
Depth perception	
Ability to adjust focus	X

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	X
Loud	
Very Loud	

The intent of this job description is to provide a representative and level of the types of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the total of the specific duties and responsibilities of any particular position. Employee may be directed to perform job-related tasks other than those specifically present in this description.

I certify that I have received a copy of this job description. I have read and understand the duties and responsibilities of this position.

X _____
Employee Signature **Date**