



POSITION DESCRIPTION

TITLE: Associate Director, Dual Credit & Early College High School
FLSA STATUS: Exempt
CATEGORY: Professional
GRADE: F

JOB SUMMARY: Assist the Executive Director of Admissions and Registration in the overall administration and daily activities of the Dual Credit and Early College High School Office.

In-person work on campus is an essential function of this position.

ESSENTIAL FUNCTIONS:	YEARLY PERCENT OF TIME
1. Direct and monitor the daily operations for student support services related to Dual Credit and Early College High School programs (DC/ECHS). Assist Executive Director with planning and implementing short and long term department strategic goals.	20%
2. Serve as the district's primary contact for the DC/ECHS program. Develop and maintain working relationships with college dual credit faculty and staff and school district administrators/representatives. Collaborate with college deans and high school representatives concerning DC/ECHS issues and work with these groups to ensure procedural consistency among dual credit institutions and the ECHS.	20%
3. Assist the Executive Director in a variety of tasks including organizing and conducting meetings; presenting training/informational sessions for internal groups as well as high school representatives; parents of potential DC/ECHS students and community organizations. Coordinate services and activities associated with DC/ECHS program.	20%
4. Understand, interpret, and implement state and college rules and regulations regarding the DC/ECHS program. Assist the Executive Director in developing, updating, and implementing college policies and procedures as needed for admitting and enrolling DC/ECHS students. Keep staff abreast of current rules and regulations through staff training and development.	15%
5. Responsible for personnel management activities for assigned staff, including orientation, supervision, performance appraisal, coaching, and guidance and support concerning professional development.	15%
6. Represent and perform job duties and responsibilities of the Executive Director in his/her absence.	5%
7. Perform other duties as assigned.	5%

SUPERVISORY RESPONSIBILITIES: Direct Supervision of staff assigned to work area.

BUDGET RESPONSIBILITIES: Departmental budget

ESSENTIAL QUALIFICATIONS:

EDUCATION: Bachelor's Degree.

EXPERIENCE: Six (6) years of related experience.

CERTIFICATIONS/LICENSURES: Valid Driver's license and eligible for insurability.

SPECIAL CONDITIONS:

1. 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:

- Ability to interpret complex state regulations and write internal procedures to support external mandates;
- Demonstrated ability to resolve complex issues;
- Comprehensive knowledge of current state regulations pertaining to college admissions, dual credit and generally accepted practices in enrollment/registration policies and procedures is required;
- Must be able to understand the complex interaction between the functions of student support services (Admissions, Registration,) and the Instructional Division (Academic Deans and counseling services) as well as High Schools;
- Ability to devise and adapt procedures and policies to changing organizational needs;
- Ability to anticipate issues and take appropriate action to impede problems from occurring;
- Ability to organize, direct and coordinate functions and tasks within a limited time frame;
- Computer skills experience that demonstrate the ability to interpret data and enter reporting data requirements into a secure website;
- Excellent written and verbal communication skills required;
- Requires excellent listening skills and strong positive interpersonal skills to support effective interaction with students, parents, faculty, staff administrations and the general public;

2. Equipment Used: Personal Computer and other equipment associated with an office environment.

3. **Software Used:** A variety of spreadsheet, word-processing, database, e-mail, 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 sit; use hands to handle and feel; reach with hands and arms and talk or hear. The employee is occasionally required to stand; walk; climb or balance and stoop, kneel, crouch, or crawl. The employee must occasionally lift and move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

INTERPERSONAL SKILLS:

Alternative or combined skills in understanding, negotiating, selecting, developing, and motivating people are important to the highest degree due to constant interaction with other people, at any level within the organization or the community, 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)	X
Color vision (ability to identify and distinguish colors)	X
Peripheral vision	X
Depth perception	X
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*