

Job Description

JOB TITLE: Program Director, Dual Enrollment

PAY GRADE: In accordance with the Educational Administrator Salary Schedule

LAST REVISED: September 2019

*Job Descriptions are intended to present a descriptive list of the range of duties performed by employees in each job. They are **not** intended to reflect all duties performed within the job. Additional or different duties from the ones set forth below may be required to address changing business needs, policies or practices.*

SUMMARY DESCRIPTION

Sierra College is committed to Guided Pathways to increase student achievement and timely goal completion and to close equity gaps. In that spirit, the Program Director is responsible to ensure areas of oversight afford an inclusive educational and employment environment and are focused on equitable outcomes for all. Under the administrative direction of an assigned Educational Administrator, this position provides leadership and operational direction for the college's Dual Enrollment program. The position establishes and reviews internal policies and procedures while ensuring compliance with Title 5 and District policies as well as other applicable State, Federal laws and regulations, while performing the more technical and complex tasks relative to assigned areas of responsibility.

Sierra College has a strong commitment to the achievement of equity and inclusion among its faculty, staff and students and values the rich diverse backgrounds that make up the campus community. The Program Director must demonstrate a profound understanding of and experience with successfully supporting individuals with varying backgrounds. This includes persons with disabilities, various gender identities, sexual orientation, individuals from historically underrepresented communities and other groups to ensure the District provides strategies for success and pro-active, student-centered practices and policies committed to eliminating equity gaps and promoting a college-going culture.

REPRESENTATIVE FUNCTIONS:

1. Lead the development, implementation, supervision, and evaluation of all Dual Enrollment efforts working with Dual Enrollment Faculty Coordinator(s), Enrollment Services Outreach Manager, and other Instructional and Student Services Faculty and Staff as well as High School partners.
2. Work collaboratively with Sierra College Instructional Division Deans and Department Chairs as well as High School District and campus leadership to develop dual enrollment course offerings as well as establish and evaluate Dual Enrollment Pathways with a goal of creating seamless pathways and a college going culture aligned with achieving student equity goals.
3. Work with Dual Enrollment Faculty Coordinator(s) to implement robust professional development programming for all dual enrollment stakeholders including Sierra College and High School Partner faculty and staff.
4. Coordinate hiring, training, and evaluation of all new and returning dual enrollment faculty in conjunction with Dual Enrollment Faculty Coordinator(s) and Division Offices.
5. In conjunction with the Instruction Office and Enrollment Services, assist with leadership of Sierra College's Articulation and Academic Enrichment program operations, policies, and procedures.
6. Provide data development, collection, and analysis on all dual enrollment efforts to assist with program evaluation and direction. Complete annual reports for California Community College Chancellors Office.

Job Description

7. In alignment with District student success and equity goals, establish, monitor, and report on programmatic goals for Dual Enrollment program including targets for student and courses, equity specific goals, and student success metrics. Collaborate with College stakeholders and K-12 partners to synthesize goals and data for program improvements and adjustments.
8. Align Sierra College Dual Enrollment programming to National Alliance of Concurrent Enrollment Partnerships (NACEP) Accreditation Standards.
9. Manage Dual Enrollment Budget with assistance from designated Administrative Assistant.
10. Work with Dual Enrollment Advisory Committee in the development of recommendations for short and long-range plans and goals for dual enrollment programs related to policies and procedures, professional development, equity efforts, and evaluation.
11. Assist Executive Dean and Vice President with the creation and approvals of Instructional Services Agreements with High School partners.
12. Assist Enrollment Services and Marketing with outreach and recruitment efforts, materials, and communication related to Dual Enrollment Program ensuring equity-mindedness.
13. Interpret, articulate, implement and monitor compliance with federal and state requirements, local Board and Administrative Policies, applicable human resources, and business services processes.
14. Attend, participate, and represent the college in relevant professional conferences, associations, and trainings related to student equity and success; attend, participate and represent the college in K12 and college partnership meetings; maintain awareness of new trends and developments regarding integrative planning and community college initiatives.
15. Perform other related duties as assigned.

MINIMUM QUALIFICATIONS: *The following describes the education, experience, knowledge, skills and abilities required to enter the job and successfully perform the assigned duties.*

Education and Experience Guidelines— *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

Education/Training: A Master's degree from an accredited college or university.

Experience:

- Two (2) years of experience or the equivalent preferably with Dual Enrollment programs or minimally in one or more of the following fields.
- Administration of a program for students transitioning into in an institution of higher education.
- Teaching, counseling, or administration in secondary or higher education, working predominantly in programs related to college and career readiness.
- Administrative or supervisory experience in industry, government, public agencies, the military, or private social welfare organizations, in which the responsibilities of the position were predominantly or exclusively related to dual enrollment.

Job Description

Knowledge of:

- Pertinent federal, state and local laws, codes and regulations pertaining to K-12 and Community College Partnerships.
- Current higher education, retention and success trends, issues, strategies, regulations and compliance in the state, regionally and nationally.
- Higher Education and K-12 educational systems including policies, guidelines, and standards regarding Dual Enrollment programs.
- Methods to successfully support individuals with varying backgrounds, which includes persons with disabilities, various gender identities, sexual orientation, individuals from historically underrepresented communities and other groups.
- Collaborative problem solving and conflict resolution techniques.
- Accounting and budgeting methods, audit procedures, statistics, and data interpretation.
- Management concepts and practices, including change management, organizational and motivational techniques.
- Personnel management practices and techniques of supervision and staff evaluation.
- Employment processes, collective bargaining processes, data collection, and report writing.
- Laws, regulations, and legislation relevant to assigned program areas.
- Safety practices.

Ability to:

- Manage and direct the activities of and provide effective leadership for a Dual Enrollment program.
- Envision, develop and maintain short and long-term strategic plans.
- Coordinate and direct student success programs for general and specific identifiable student populations.
- Apply an equity-minded framework and ensure programs, services and processes are designed and delivered to assist with the recruitment and support the varying needs of all students.
- Supervise, organize, and review the work of assigned staff involved in the development, implementation, and evaluation of Dual Enrollment programming.
- Recommend and implement goals, objectives, policies and procedures for providing dual enrollment coursework and programming that is culturally-responsive to the populations being reached.
- Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
- Participate in the preparation and administration of assigned budgets.
- Promote comprehensive solutions involving a diverse body of stakeholders.
- Bridge gaps between Sierra College and High School partners.
- Conduct ongoing research and evaluation of best practices.
- Identify and respond to sensitive organizational issues, concerns, and needs.
- Plan, organize, direct, and coordinate the work of assigned staff.
- Compile data and prepare accurate reports.
- Demonstrate an awareness and appreciation of the cultural diversity of the community.
- Adhere to critical deadlines while working with frequent interruptions.
- Establish and maintain effective working relationships.
- Commit to equity and student success.
- Interact and work effectively with a diverse population utilizing exceptional interpersonal and intercultural skills.
- Perform consistently under the pressure of deadlines and other administrative demands.
- Plan and manage in an environment of shared governance.
- Demonstrate integrity and consistency.
- Communicate effectively verbally and in writing.
- Effectively coordinate group work efforts.
- Effectively utilize social/interpersonal skills.
- Utilize listening and negotiating skills.

Job Description

- Interact effectively with District faculty and staff, and the community.
- Set priorities and establish goals and objectives.
- Organize work and manage time effectively.
- Conduct effective meetings.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT: *The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

Environment: Work is performed primarily in a standard office setting and requires occasional travel to local high school districts and campuses.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally walk, stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment.

Hearing: Hear in the normal audio range with or without correction.