

**JOB TITLE:** Dual Enrollment Program Coordinator  
**PAY GRADE:** CL 22  
**LAST REVISED:** December 2024

*Job Descriptions/Class Specifications are intended to present a descriptive list of the range of duties performed by employees in the job and are **not** intended to reflect all duties performed within the job.*

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. A strong candidate for this position must have the understanding and ability to successfully support individuals with varying backgrounds. This includes persons with disabilities, various gender identities and sexual orientations, as well as individuals from historically underrepresented communities and other groups. Our District is committed to providing strategies for success and proactive student-centered practices and policies focused on eliminating equity gaps to ensure the District provides an inclusive educational and employment environment focused on strategies for success and equitable outcomes for all.

### **SUMMARY DESCRIPTION**

Under general supervision from assigned manager, coordinates and supports a variety of dual enrollment functions, including, but not limited to, developing and streamlining processes and procedures, coordinating scheduling and staffing of classes, and coordinating dual enrollment instructor evaluations, interacts with high school site administrators and personnel from multiple school districts, staff from the County Office of Education, and other partners; manages dual enrollment budgets; and has a limited scope of authority to make decisions and approve items within departmental guidelines.

### **REPRESENTATIVE DUTIES**

*The following duties are typical for this job classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

1. Implements strategies that meet the program needs of high school administrators and complies with District policies and procedures to fulfill objectives, meet timelines, and complete outreach plans for targeted schools and student populations.
2. Serves as the primary point of contact for high school partners and District staff on matters related to the schedule, grades, drop/adds, withdrawals, textbook adoptions, and other related program topics; responds to inquiries and disseminates technical and/or other information regarding dual enrollment programs, services, policies, and procedures; serves as a liaison between partnering school site administrators and District division deans to coordinate the scheduling of dual enrollment course offerings.
3. In consultation with District, Dual Enrollment Faculty Coordinator(s), and partnering school staff, develops and/or identifies professional development opportunities for dual enrollment instructors and other program staff.
4. Coordinates efforts with District departments to guide, assist, monitor, and ensure scheduling, enrollment, registration, and continuous support for dual-enrolled students; ensures all paperwork collected is complete and accurate.
5. Assists in budget administration; coordinates, prepares, and manages assigned budget, including, but not limited to, unrestricted, restricted, categorical, grant, and special funds utilizing the District's Banner Enterprise Resource Planning (ERP) system; prepares and processes budget transfers and augmentations, invoices, independent contracts, reimbursements, stipends, class fee refunds, bank card statements, change orders, and requisitions, and ensures that they are completed and coded to the correct budget, account and/or purchase order; reconciles budget for accuracy; resolves budget issues and problems; tracks purchases and deliveries; coordinates, requests, and reviews price quotes and ensures compliance with District standards and requirements; meets fiscal deadlines and completes end of year processes, including balancing accounts and closing open purchase orders; collaborates with management on expenditures to fully expend funds.

6. Compiles data and assists in preparing reports for submission to California Community Colleges Chancellor's Office (CCCCO); researches and prepares institutional and Statewide reports; develops and presents reports, proposals, speeches, presentations, as needed.
7. Identifies and resolves operational problems, administrative issues, and other workflow matters raised by high school instructors and administrators, District administrators, and/or students in the program; elevates issues to the assigned manager, as needed; maintains effective communication and ensures timely reciprocal exchange of information with key stakeholders.
8. Coordinates marketing material, recruitment, and outreach events and activities in collaboration with appropriate District staff and partnering school site administrators.
9. Provides onboarding support, general work training, guidance, supervision assistance, and directs activities of student or temporary employees.
10. Performs related duties that support the overall objective of the position.

**QUALIFICATIONS**

*The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

**Knowledge of:**

- Program structure, policies, and procedures of Dual Enrollment programs, including principles and implementation of equity practices.
- Sierra College and operations of the assigned division/department.
- Methods and procedures for planning and scheduling classes and programs.
- Principles, practices, and techniques of communications, marketing, and public outreach.
- Federal, state, and local laws, codes, and regulations regarding instruction, support of students, and dual enrollment programs, including, but not limited to, the Family Educational Rights and Privacy Act (FERPA) and the Americans with Disabilities Act (ADA).
- Basic research methods and techniques.
- Moderate to complex mathematical concepts.
- Basic principles of budgeting and accounting.
- English usage, grammar, spelling, punctuation, and vocabulary, including proofreading, copy writing, editing, and formatting techniques. Environmental Health & Safety compliance standards, policies, and programs.

**Ability to:**

- Perform general technical and operational duties in support of the dual enrollment program, including, but not limited to,
- Plan, develop, schedule, coordinate, and monitor dual enrollment classes and schedules; evaluate dual enrollment requests and offerings and make recommendations for modifications as appropriate.
- Exercise sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college and high school students, faculty, and staff.
- Provide specialized assistance, training, and information to students, District staff, high school partners, and the public concerning assigned program area, functions, and resources.
- Analyze and resolve confidential, difficult, and sensitive situations.
- Write, edit, and prepare written marketing materials as needed for assigned area.
- Plan and organize work to meet changing priorities and deadlines.
- Implement and maintain filing systems.
- Utilize office procedures, methods, and equipment, including computers, technology, and applicable software applications sufficiently to perform the duties of the classification.

- Properly handle difficult, sensitive, and confidential situations and materials.
- Monitor and maintain budgets and supporting documentation, including income and expenditures, and make difficult arithmetic and statistical calculations. Follow oral and written directions.
- Communicate clearly and concisely, both orally and in writing.
- Research, compile, analyze, interpret, and disseminate data.
- Compile information and prepare business correspondence and reports.
- Provide general work training, guidance, supervision assistance, and direct activities of students or temporary employees.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Work independently and collaboratively.
- Apply District policies and procedures.

**EDUCATION AND EXPERIENCE GUIDELINES**

*Any combination of education and experience that demonstrates the required above knowledge and abilities is qualifying. Examples of ways to obtain the above knowledge and abilities could include, but are not limited to, the following:*

**Education/Training**

- Equivalent to completion of the twelfth grade or General Educational Development (GED) supplemented by college level course work in education, business administration, human resources, marketing, or a related field.

**Experience**

- Two years of increasingly responsible experience in administrative support.

**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 with some travel to local sites.

**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.