



POSITION DESCRIPTION

Director of Dual Enrollment

Position Director of Dual Enrollment
Department/Site Natural, Physical, and Health Sciences
FLSA Exempt
Evaluated by Vice President of Academic Affairs
Salary Range M-33

General Description

Under the general direction of the Vice President of Academic Affairs, the Director of Dual Enrollment manages, plans, organizes, and provides leadership, direction, and oversight for all functions and activities of the Dual Enrollment Program.

This is a 12-month academic management position.

Essential Duties and Responsibilities

- Provides comprehensive oversight of the Dual Enrollment program; plans, supervises, assesses, and evaluates the Dual Enrollment program.
- Ensures that dual enrollment courses and activities meet College and Career Access Pathways (CCAP) requirements and complies with established standards, laws, codes, rules, regulations, policies, and procedures.
- Develops and implements services, strategies, projects, goals, and objectives for the Dual Enrollment program.
- Provides assistance in a variety of administrative, coordinative, analytical, and liaison capacities.
- Serves as a liaison between the College and high school administrators to develop and evaluate course scheduling patterns, curriculum offerings, and provides support for the terms and conditions of Memoranda of Understanding related to the Dual Enrollment program.
- Ensures clear communications and enrollment practices and regularly conducts needs analyses to inform preparation of contracts and Memoranda of Understanding to the administration and/or Board of Trustees for consideration.
- Manages conflict resolution, resources, and personnel.
- Ensures awareness and promotion of student participation in the College's comprehensive student support services including, but not limited to, counseling, matriculation, tutoring, and textbooks.
- Works closely with college staff to facilitate enrollment of high school students participating in Dual Enrollment programs and associated support services.
- Articulates and promotes the educational needs and intervention strategies related to equity-based access practices designed to increase the successful enrollment of a diverse student population.
- Establishes and maintains program timelines and priorities for program operations according to established college deadlines.
- Partners with student services/counseling in the development of course pattern sequencing, facilitates and coordinates admission, program registration, and articulation of programs between the College and high schools/districts.
- Coordinates courses and Guided Pathways offerings and collaborates with academic departments and divisions to ensure faculty coverage for course offerings.
- Partners with the Office of Institutional Research, Planning and Effectiveness (IPPE) to oversee, develop, and implement complex outcomes tracking systems; researches and analyzes program data; and prepares comprehensive technical records and reports.

- Facilitates surveys of participating high school instructors, principals and guidance counselors for feedback and assessment for program development.
- Ensures proper documentation of activities and supervises the preparation and maintenance of related reports, records, and files and submits required documents and reports to official government agencies.
- Prepares and presents reports/presentations (both oral and written) and other necessary correspondence.
- Develops and coordinates marketing, recruitment, and outreach activities to facilitate and enhance schools, districts, parents, and students' knowledge of and participation in Dual Enrollment Programs.
- Establishes and maintains contact with local high school districts, committees, community groups, and local agencies.
- Creates and strengthens partnerships to expand opportunities for high school students to achieve program completion.
- Conducts site visits and strengthens communication between the College, high schools/districts, and their respective academic and student affairs departments.
- Develops and monitors budgets, assists with the invoicing of expenses related to program activities, coordinates expenditures, and maximizes financial resources.
- Provides oversight to assigned department personnel, evaluates and reviews work for acceptability and conformance with department standards, including program and project priorities and performance evaluations, works with employees on performance issues, implements discipline procedures, and responds to staff questions and concerns.
- Participates on committees, task forces, and special assignments, including Screening and Selection Committees and affiliated trainings.
- Provides a working and learning environment that is free from discrimination, harassment and retaliation in accordance with applicable law and college policies; attends college mandated training and participates in investigations as directed; assists in providing information and resources to individuals who bring forward complaints and reports complaints to Human Resources and other appropriate authorities, as necessary.
- Coordinates assigned activities with other college departments, officials, and outside agencies.
- Performs other related duties as assigned that support the overall objective of the position and the District's mission and philosophy.

Knowledge, Skills and Abilities

- Knowledge of secondary and post-secondary school systems and related governance.
- Knowledge of the mission, procedures, and operations of California Community Colleges.
- Knowledge of principles and practices that support a diverse, equitable, inclusive, and anti-racist academic and work environment.
- Knowledge of goal setting, program development, implementation, evaluation, and project management.
- Knowledge of federal and state laws, regulations, standards, and requirements concerning Dual Enrollment programs.
- Knowledge of curriculum standards, requirements, interpretation, and application in Dual Enrollment Programs.
- Knowledge of strategic planning in organization and management practices.
- Knowledge of learning and student success processes, assessment, program outcomes, and application of technology.
- Knowledge of employee supervision, and organizational and management practices.

- Knowledge of budget development, administrative practices as applied to the analysis and evaluation of projects, programs, policies, procedures, and operational needs.
- Knowledge of modern office practices, methods, and computer equipment and applications related to the work.
- Knowledge of soft skill communication techniques for effectively representing the College in contacts with governmental agencies, community groups, and other organizations.
- Knowledge of techniques for providing a high level of customer service by effectively interacting with the public, vendors, students, and college staff, including individuals of various ages, disabilities, socio-economic, and ethnic groups.
- Ability to oversee and address gaps in diversity, equity, inclusion, and anti-racism in recruitment and retention of faculty and staff.
- Ability to articulate and communicate the College's vision and commitment to creating equity, diversity, inclusion, and anti-racism academic and work environments.
- Ability to create and execute resources and programming towards the goal of being a diverse, equitable, inclusive, and anti-racist academic and work environment.
- Ability to evaluate and develop improvements in operations, procedures, and policies.
- Ability to prepare clear and concise reports, correspondence, policies, and procedures.
- Ability to design training programs, documentation, and deliver presentations on a variety of related topics.
- Ability to develop assessment and processes to enhance program outcomes.
- Ability to close contracts and successfully complete transactions.
- Ability to learn, interpret, and ensure compliance with established standards, laws, codes, rules, regulations, policies, and procedures pertaining to programs under assigned responsibility.
- Ability to meet change with innovation to promote and meet the College mission.
- Ability to organize, plan, and develop new concepts to enhance the programs, analyze outcomes, and prepare clear and concise reports and improvements.
- Ability to effectively represent the department and the College in meetings with governmental agencies, community groups, and various businesses, professional, and regulatory organizations, and in meetings with individuals.
- Ability to 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.
- Ability to communicate effectively through various modalities.
- Ability to review situations accurately and determine appropriate course of action using judgment according to established policies and procedures; understand scope of authority in making independent decisions.
- Ability to establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
- Ability to work effectively within a shared governance environment.
- Ability to provide customer service protocol with a customer service-oriented priority.

Education and Experience

- Possession of a bachelor's degree (in any field) and three (3) years of leadership experience.
- Evidence of ability to communicate effectively with a diverse population, both orally and in writing.
- Evidence of ability to work effectively as a member of the administration team.
- Evidence of experience and training in the utilization of technology in administrative practice.
- Evidence of experience supervising a complex academic program responsible for implementation of state and federal regulations.

- Evidence of qualification for a current Citrus College Faculty Service Area (FSA).
- Demonstrates sensitivity to, understanding of, and ability to work with the diverse academic, socioeconomic, ethnic, religious, disability, gender, gender identity, sexual orientation, and cultural background of community college students, faculty, and staff; and successfully fosters and supports an inclusive educational and work environment.

Licenses and Certifications

- Possession of, or ability to obtain, a valid California Driver's License by time of appointment.

Physical Demands

- Must be able to work in a standard office setting and use standard office equipment, including technological devices; to communicate with individuals at various College and meeting sites; the ability to understand and comprehend written and electronic materials; and the ability to receive, review, and respond to communications in person, before groups, and over and through various media. This is primarily a sedentary office classification although movement between work areas may be required. Positions in this classification occasionally may need to physically reach, push, and pull drawers open and closed to retrieve and file information. Incumbents must possess the ability to lift, carry, push, and pull materials and objects up to 20 pounds.

Environmental Elements

- Incumbents work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Incumbents may interact with staff, students, and/or the public in interpreting and enforcing departmental policies and procedures.