

JOB DESCRIPTION



Position Title: Director Early College Programs

Division: Academics

Employment Category: Exempt Staff

Primary Location: District-wide
Based on the Sierra Vista Campus

FLSA Classification: Exempt
Remote Work Eligible: No

Parameters: Full Time; 12 Months/Year

Pay Grade: EX12

Position Summary: The Director of Early College Programs is responsible for directing, developing, planning, and organizing early college initiatives; for working collaboratively with internal and external stakeholders in the development and implementation of early college programming; and for ensuring that programs are administered in accordance with guidelines established by the college, Higher Learning Commission (HLC) and Arizona Revised Statutes (ARS).

Essential Functions: As defined under the Americans with Disabilities Act, may include any of the following tasks, knowledge, skills, and other characteristics. This list is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

Duties and Responsibilities: Within the scope of college policies and procedures, this position:

Directs and oversees early college programming; develops and maintains the department budget; identifies potential external funding sources to include grants

Develops strategies to enroll and support students in Running Start, STEM and CTE Programs, dual enrollment, concurrent enrollment, and K-12 education and enrichment programs offered throughout the year to include summer camps and career exploration opportunities

Coordinates instructional services for students in early college programs in collaboration with appropriate departments, manages early college student services in collaboration with college departments; oversees early college course offerings; promotes K-12 initiatives to high schools, parents and students; assists parents and students with information to make informed decisions relative to education and career goals

Promotes the growth, development, marketing and administration of early college programs including the development of guidelines for instructors, schools, students, and academic departments; initiates informal agreements with schools; recommends policy and procedural changes; conducts orientation activities for students and instructors involved with K-12 programs

Supervises staff, provides leadership, strategic planning, and vision for early college programming; supports staff, including hiring, training, and managing daily work production

Serves as a liaison between the college, academic departments and external stakeholders; chairs dual enrollment advisory committees, ensures early college programming adheres to college guidelines, HLC and ARS and aligns with the Arizona Department of Education standards, where required

Collects data, performs analysis and tracks students' progress; evaluates student enrollment patterns to identify trends and determine direction of programming; prepares reports and presentations; establishes program goals and assessments

Identifies opportunities for expansion and collaborates with appropriate academic departments; works with student services and technology services to provide responsive systems in support of students; develops pathways to assist students transitioning to full-time college enrollment

Performs other duties as assigned

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General Expectations: Employees are expected to accomplish assigned duties in an efficient, effective and competent manner and to strive for improvement and excellence in all work performed. Additionally, employees must understand the comprehensive role of the community college and cooperate and work harmoniously with students, faculty and staff, and the public. Employees will follow all college policies, rules, regulations and guidelines as they relate to this position.

Education and Experience Requirements:

Bachelor's degree in related field from an institution accredited by an institutional accrediting body of higher learning recognized by the US Department of Education
Four years' full-time, professional related experience, preferably in an educational setting
Ability to obtain and maintain an Arizona Department of Public Safety Fingerprint Clearance Card
Arizona or state issued driver's license and ability to obtain and maintain insurance coverage under the college motor vehicle insurance plan

An equivalent combination of education and/or experience from which comparable knowledge, skills and abilities has been achieved may be considered

Knowledge, Skills and Abilities:

Knowledge of and ability to follow college operational practices, policies and procedures
Knowledge of current technologies to include Microsoft Office Suite and Ellucian Banner
Knowledge of budget preparation, monitoring and administration
Knowledge of K-12 programming practices and requirements
Knowledge of secondary non-credit programming
Knowledge of admissions and enrollment practices utilized in a community college setting
Knowledge of State and Federal statutes and regulations related to K-12 education and dual enrollment
Knowledge of Arizona's Career and Technical Education Program requirements
Knowledge of Private, State and Federal grant processes and procedures
Knowledge of management practices and principles
Skill in gathering and analyzing statistical data and generating reports
Skill in listening, synthesizing information, and reaching sound conclusions
Skill in presenting information to groups of varying sizes
Ability to communicate effectively, verbally and in writing, and to relate to others in a professional, helpful manner
Ability to relate to a diverse population and to maintain composure when faced with difficult situations
Ability to organize, prioritize, and follow multiple tasks through to completion with an attention to detail
Ability to analyze problems, identify solutions, and take appropriate actions to resolve problems using independent judgment and decision-making processes
Ability to establish and maintain effective working relationships with supervisors, other department staff, faculty, students, parents and the public

Work Environment: Work is primarily performed under general supervision in a typical office setting with appropriate climate controls. Travel, evening and weekend work required.

Physical Requirements: Essential functions of this position require: lifting, manual dexterity, ability to communicate.

Light Work: Exerting up to 20 pounds of force frequently lifting or carrying of objects weighing up to 10 pounds requires a good deal of walking or standing.

Mental Application: Utilizes memory for details, verbal instructions, emotional stability, critical thinking, adaptability and creative problem-solving skills are important

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Reports To: Executive Vice President for Academics

Disclaimer: The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.