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|  | **JOB DESCRIPTION** |
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**JOB TITLE:** Director of Dual Credit and College Readiness (Internal)

**DEPARTMENT:** Instruction **FLSA:** Exempt

**LOCATION:** Union Campus **LEVEL:**  TBD

**REPORTS TO:** Vice-President of Instruction **DATE:** 03/01/2017

**POSITION SUMMARY:** The Director of Dual Credit and College Readiness is responsible for coordinating the developing and maintaining the high school dual credit program (both on and off-campus). The position works closely with counselors at partner high schools to build dual credit enrollment and create pathways to enrollment as full-time East Central College students following high school graduation. The Dual Credit and Outreach Coordinator builds relationships with high school across ECC’s service area, in order to increase dual credit enrollment by assessing the needs of high school dual credit students and school districts, coordinating with academic departments and colleges to provide courses in response to those needs, implementing marketing and promotion strategies to ensure participation, providing admission and registration support services, and overseeing orientation and administrative support for students and faculty. The position ensures that the Dual Credit Program is administered in accord with guidelines established by the College, the Missouri Department of Higher Education, and the Higher Learning Commission.

**EDUCATION, EXPERIENCE, and LICENSES/CERTIFICATIONS:** *(A comparable amount of training, education or experience may be substituted for the minimum qualifications.)* The ideal candidate should have a Master's degree required with a minimum of three years’ experience developing programmatic partnership relationships. Demonstrated supervisory skills and experience, proficiency with Microsoft Office Suite applications, experience with budget development and monitoring, ability to deal tactfully and sensitively with students, faculty, staff, and ability to work independently, with attention to details and deadlines

**ESSENTIAL TASKS:** *Employee must be able to perform the following essential functions to the satisfaction of the employee’s supervisor.*

* Provides oversight for the development, expansion, and administration of ECC’s high school dual credit program in accord with guidelines established by the College, the Missouri Department of Higher Education, and the Higher Learning Commission.
* Manages the growth, development, and promotion of the Dual Credit Program, including preparation of guidelines for instructors, schools, students, and academic departments, making presentations at schools, initiating formal agreements with schools, recommending policy and procedural changes, overseeing orientation activities for students and instructors, coordinating with academic departments at the College, solving problems, and serving as an advisor and a resource for students, parents and counselors.
* Oversee and provide leadership for all Pre-College Programs to include the following areas: Dual Credit, Dual Enrollment, Dual Technical Credit, etc.
* Engage local and regional educational leaders to identify critical needs, develop new and improve existing programs as well as demonstrate the ability to effectively build and lead teams to advance strategic initiatives.
* Responsible for leading the expansion, development, and execution of dual enrollment programs.
* Works cooperatively with the Registrar and fellow Admissions staff to ensure that special registration assistance is provided for dual credit students, including visits to area high schools in a timely manner to collect admission and registration materials to meet specified registration deadlines.
* Responsible with the Vice President of Instruction for developing support services, enrollment, advising, and academic course offerings and assessment.
* Provide leadership and administration for planning, developing, implementing, directing, monitoring, and reviewing/developing K-12 career pathways, dual enrollment, and educational programming with local high schools, government, and higher education educational partners.
* Coordinate and schedule the development, staffing, and facilities needs between division deans, department chairs, and high schools, ensuring coordination of support services to faculty at high school sites.
* Serve as secondary administrator in the leadership, supervision, guidance, growth, and direction for local, regional, and State of Missouri initiatives associated with the position.
* Provide the Vice President of Instruction with other assistance as directed and needed.

**FOR CONSIDERATION:** If interested in applying for this position, please submit a cover letter (limit 3 pages), resume and three references **by Friday, March 17, 2017.**

For general questions contact, Dr. Tia Robinson at [Tia.Robinson@eastcentral.edu](mailto:Tia.Robinson@eastcentral.edu).

**NOTICE OF NON-DISCRIMINATION:** *Applicants for admission and employment, students, employees, and sources of referral of applicants for admission and employment and individuals with whom the Board of Trustees and college officials do business are hereby notified that East Central College does not discriminate on the basis of race, color, religion, national origin, ancestry, gender, sexual orientation, age, disability, genetic information or veteran status. Inquiries related to employment practices may be directed to Human Resources Director, 005-D Donald Shook Student Center, telephone number 636-584-6710 or* [***hrnotice@eastcentral.edu***](mailto:hrnotice@eastcentral.edu)*.*