

JOB TITLE: Director of Early College Programs

DEPARTMENT: Student Development

FLSA: Exempt

LOCATION: Union Campus

LEVEL: 205

REPORTS TO: Vice-President of Student Development

DATE: 12-3-18

POSITION SUMMARY: The Director of Early College Programs is responsible for coordinating, developing and maintaining dual credit, dual enrollment, dual technical credit, and early college high school programs. The position works closely with counselors at partner high schools to build enrollment and create pathways to enrollment as full-time East Central College students following high school graduation. The position ensures that the Early College Programs are 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.

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

- Build relationships with high schools across ECC's service area, in order to increase enrollment by assessing the needs of high school 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.
- Provides oversight for the development, expansion, and administration of ECC's Early College Programs 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 Early College Programs, 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 Early College Programs to include the following areas: Dual Credit, Dual Enrollment, Dual Technical Credit, and Early College High Schools.
- 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 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 Student Development for developing support services, enrollment, and advising.
- Collaborates with Academic Services for course offerings, faculty credentialing and support, 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 Student Development with other assistance as directed and needed.
- Pursue accreditation through the National Alliance of Concurrent Enrollment Partnership.
- Will be required to occasionally travel to area high schools, participate in meetings, conferences, and other activities related to the operations of the college.
- ability to deal tactfully and sensitively with students, faculty, staff, and ability to work independently, with attention to details and deadlines
- Conduct college business in a professional and ethical manner that includes the College's core values of integrity, excellence, dignity, accountability, environmental responsibility and global citizenry.
- Communicate effectively in a professional, tactful and courteous manner with students, employees, faculty and the general public.
- Ensure that all activities are conducted within the established guidelines of the Family Educational Rights and Privacy Act (FERPA).
- Perform assigned responsibilities, duties, and tasks according to established practices, procedures, and standards in a safe and efficient manner, with minimal supervision.

KNOWLEDGE, SKILLS AND ABILITIES: Perform professional-level work requiring a wide range of administrative, technical, or managerial methods applied to complex problems. Knowledge of college policies, procedures, and practices; knowledge of the Family Educational Rights and Privacy Act (FERPA), Title IX, ADA and other applicable laws pertaining to employment and education; ability to plan, organize and implement assigned responsibilities and to work well under pressure to meet deadlines; excellent organizational, analytical and planning skills; ability to understand and interpret rules and regulations, and ability to adjust to change with a positive attitude; skill in budget development and management; ability to prepare and analyze financial statements and reports.

LEADERSHIP AND COMMUNICATION SKILLS: Ability to respond meaningfully to the needs of individuals with respect and sensitivity; ability to exchange ideas, information, and opinions with others; ability to give instructions or assignments to others; arrive at decisions, develop conclusions, or develop solutions; ability to communicate effectively with a diverse workforce, student population and individuals with disabilities; ability to meet timelines and follow-through; ability to present materials effectively to individual students, parents or groups; ability to manage interpersonal conflict situations requiring tact, diplomacy and discretion; demonstrate ethical conduct and professionalism; ability to handle personnel issues in a highly confidential manner; ability to establish and maintain effective working relationships with faculty, staff, other departments, students, and the public; responsible for short-term and long-term planning; ability to participate as a team member.

DECISION-MAKING and ANALYTICAL SKILLS: Apply principles of logical thinking to define problems, collect data, establish facts, and draw valid conclusions; ability to use independent judgment and discretion; ability to make administrative and procedural decisions; ability to interpret policy and establish methods and procedures; ability to analyze situations accurately and effectively problem solve; ability to mediate conflict and resolve effectively; ability to determine work procedures and promote efficiency; ability to plan, organize and implement assigned responsibilities and to work well under pressure to meet deadlines;

EQUIPMENT AND SOFTWARE: Utilize current College and/or department information technology including but not limited to, Microsoft Office, Outlook, Ellucian, etc.; office machines such as telephones, fax machines, or copiers.

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.)*

Environment: Work is performed primarily in a standard office setting with frequent interruptions and distractions; some work is performed in classroom, extended periods of time viewing computer monitor or standing; may require adjustment

of schedule to include some evening and/or weekends. Occasional exposure to inclement weather during travel to high school visits.

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 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.

POSITIONS SUPERVISED: None

SIGNATURE: *This job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualification required of employees assigned to the job.*

I have read and reviewed the job description and I agree to perform the duties according to my supervisor's expectations and the College's policies and procedures. I acknowledge the College's right to revise the job description.

Employee Signature/Date

NOTICE OF NON-DISCRIMINATION: *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 at 636-584-6710. East Central College is an equal opportunity employer and provider of employment and training services. Auxiliary aids and services are available upon request to individuals with disabilities.*