

July 2013

SANTA BARBARA COMMUNITY COLLEGE DISTRICT

CLASS TITLE: DIRECTOR - DUAL ENROLLMENT PROGRAMS

BASIC FUNCTION:

Under the direction of an assigned administrator, plan, organize control and direct the operations and activities of Dual Enrollment Programs; participate in the administration of dual enrollment course offerings at local high schools including oversight of adjunct faculty, course scheduling, curriculum, resources and personnel to assure clear communications and enrollment functions for high school students, faculty, administrators, staff and others; supervise and evaluate the performance of assigned personnel; manage multiple budgets and grants; provide leadership and direction for Dual Enrollment Program and *Get Focused...Stay Focused!* Initiative in collaboration with multiple school districts' superintendents, school site administrators, County Education office, non-profit agencies and other partners.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Plan, organize control and direct the operations and activities of Dual Enrollment Programs and *Get Focused...Stay Focused!* Initiative; establish and maintain Dual Enrollment timelines and priorities; participate with the administration of course offerings; assure related activities comply with established standards, requirements, laws, codes, rules, regulations, policies and procedures; oversee the development and implementation of Dual Enrollment Program, services, strategies, projects, goals and objectives including the *Get Focused...Stay Focused!* Initiative.

Direct and coordinate communications, curriculum, personnel, resources and hiring of instructors to meet student needs and assure smooth and efficient program activities.

Serve as a liaison and coordinate Dual Enrollment Programs and services and information between the College, high schools, students, parents, administrators, staff, faculty, the public and others; assure proper and timely resolution of Program issues, conflicts and discrepancies.

Supervise and evaluate the performance of assigned personnel; interview and select employees; recommend transfers, reassignment, termination and disciplinary actions; coordinate work assignments and review work to assure compliance with established standards, requirements and procedures; assure employee understanding of established requirements.

Establish and maintain contact with district office, high schools, the County Office, ROP, committees, community groups and other local agencies; develop and maintain faculty-approved Program agreements between the College and local school districts.

Provide consultation concerning Dual Enrollment Programs and related services; respond to inquiries, resolve issues and conflicts, and provide detailed and technical information concerning

July 2014

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related courses, curriculum, time lines, standards, requirements, practices, policies and procedures.

Develop, implement and direct marketing, recruitment and outreach activities to facilitate and enhance knowledge of and participation in Dual Enrollment Programs by students; oversee and participate in the preparation and distribution of marketing materials; establish and maintain partnerships in the development of Dual Enrollment resources.

Communicate with college administrators and State agencies concerning CTE Transitions grant and course approval matters and issues as needed; implement grant activities and reporting of various grants as assigned.

Direct and participate in the preparation and maintenance of various narrative and statistical records and reports related to Dual Enrollment, courses, services, grants, programs, enrollment, financial activity and assigned duties; submit mandated reports to appropriate personnel according to established time lines; assure timely completion of paperwork required for teaching in the Program.

Monitor and assess Program activities for educational effectiveness and operational efficiency; assist in the development and implementation of Program policies and procedures to enhance the educational effectiveness and operational efficiency of Dual Enrollment programs.

Assist in the preparation and development of the Dual Enrollment budget; review and evaluate related budgetary data; control and authorize expenditures in accordance with established limitations; arrange for payments to Program participants; research and pursue grant opportunities to secure resources for Dual Enrollment Programs and *Get Focused...Stay Focused!* Initiative.

Operate a variety of office equipment including a copier, fax machine, computer and assigned software; drive a vehicle to conduct work.

Attend and conduct various meetings; attend and participate in various conferences, special events and Board meetings; prepare and deliver oral presentations related to assigned areas.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Planning, organization and direction of Dual Enrollment Programs and *Get Focused...Stay Focused!* Initiative operations and activities.

Curriculum standards, requirements, interpretation and application in Dual Enrollment Programs. Applicable laws, codes, regulations, policies and procedures.

College, State and federal policies, guidelines, standards and requirements concerning Dual Enrollment programs.

Principles and practices of administration, supervision and training.

Objectives of assigned programs and activities.

Principles, practices and procedures related to grant administration.

July 2014

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Correct English usage, grammar, spelling, punctuation and vocabulary.
Oral and written communication skills.
Interpersonal skills using tact, patience and courtesy.
Operation of a computer and assigned software.
Record-keeping and report preparation techniques.
Budget preparation and control.
Public relations techniques.

ABILITY TO:

Plan, organize, control and direct Dual Enrollment Programs and *Get Focused...Stay Focused!* initiative operations and activities.
Participate in the administration of Dual Enrollment courses, course creation, scheduling and faculty approval.
Coordinate communications, personnel, resources and curriculum to meet student needs and assure smooth and efficient program activities.
Develop and implement Dual Enrollment Programs and services and related meetings, communications and enrollment functions to provide local high school students with college courses.
Serve as a liaison and coordinate Dual Enrollment Programs, services and information between the College, high schools, students, parents, administrators, staff, faculty, the public and others.
Assure Program activities comply with established grant specifications and requirements.
Provide consultation concerning Dual Enrollment Programs and related services.
Communicate effectively both orally and in writing.
Establish and maintain cooperative and effective working relationships with others.
Prepare and deliver oral presentations.
Meet schedules and time lines.
Plan and organize work.
Work independently with little direction.
Direct the maintenance of a variety of reports, records and files related to assigned activities.
Operate a computer and assigned software

EDUCATION AND EXPERIENCE:

Any combination equivalent to: master's degree in business, communications, counseling, sociology or related field and two years experience working with instructional, social service or similar programs.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.
Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard.

Seeing to read a variety of materials.

Sitting for extended periods of time.

Hearing and speaking to exchange information and make presentations.

Bending at the waist, kneeling or crouching to file and retrieve materials.

Reaching overhead, above the shoulders and horizontally.