

Director, Dual Enrollment & Early College
Porterville College
Kern Community College District
JOB DESCRIPTION

Definition

Under the general direction of the assigned supervisor, the Director, Dual Enrollment & Early College provides leadership and oversight to administer, enhance and expand the dual enrollment and early college program in accord with established guidelines.

The Director shall build relationships with area high schools and rural areas to increase dual and concurrent enrollment by assessing the needs of students and school districts and partner with deans, department chairs, and faculty to provide courses in response to those needs; implementing marketing and promotion strategies to ensure participation; providing admission and registration support services at off-campus sites, and overseeing orientation and administrative support for students and faculty.

Examples of Duties

1. Manage and provide vision and expertise for concurrent and dual enrollment programs, course articulation agreements, and early college initiatives to the campus, local schools, and community groups. Conduct needs assessment specific to dual enrollment, concurrent enrollment, and early college programs in collaboration with local educational and governmental agencies, businesses, and community service groups
2. Develop, implement, and assess processes and strategies to support, at all levels, high school students to promote the growth, development, marketing, and administration of the Dual Enrollment, Early College, Concurrent Enrollment, and Outreach Services including the development and dissemination 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 responding to constituencies in a timely manner.
3. Establish and maintain relationships with the local independent school districts and community partners; develops relationships within and outside the college to develop and sustain student recruitment and outreach partnerships.
4. Develop and deliver orientations and meetings for new instructors, facilitators, students, and parents.

5. Develop and manage recruitment efforts with student services and academic departments. Ensure planning and implementation of recruitment strategies to meet the College's enrollment goals. Travel to attend college fairs, and other recruitment events; assist in planning receptions; implement an effective communication plan to attract students; conduct specialized campus visits for visitors; follow up with inquires, applicants, and admits to improve yield, conduct effective presentations and workshops; interpret existing policies and procedures and apply them for appropriate course of action. Produce comprehensive reports, summaries, and evaluations related to all high school outreach and community partner outreach activities.
6. Coordinate with other campus departments to meet the instructional and student support needs of dual enrollment, concurrent enrollment, and early college programs, within a participatory governance environment, and ensure that special registration assistance is provided for dual credit students, including visits to area high schools in a timely manner to collect admissions and registration materials to meet specified registration deadlines.
7. Works cooperatively with Marketing and Promotions staff to develop and implement effective recruitment marketing strategies related to college and the Early College Program, publications, distribution of brochures and catalogs, etc.
8. Advance student equity, diversity, and inclusion through educational program planning and implementation.
9. Seek additional funding sources, and initiate and administer grants as appropriate.
10. Ensure adherence to all applicable district, Fiscal Agent, and Chancellor's Office requirements; oversee preparation and submission of required quarterly and final reports to the CCCCCO.
11. Perform other related duties as required.

Minimum Qualifications

- Master's degree from an accredited college/university and two (2) years reasonably related experience **OR** a Bachelor's Degree and four (4) years reasonably related experience.
- Demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, ethnic, and disability backgrounds of community college students and employees

Desirable Qualifications

- Some demonstrated experience with project management, event management, and/or marketing.

Knowledge and Abilities

Knowledge of:

- Knowledge of pertinent State and Federal laws, codes, statutes, and regulations.
- Knowledge of the mission, procedures and operations of California Community Colleges.
- Knowledge of principles and practices of supervision, training, and evaluation.
- Knowledge of principles of public speaking, marketing, communications, or sales.
- Knowledge of budgeting and fiscal reporting.
- Knowledge of interpersonal skills using tact, patience, and courtesy.

Ability to:

- Demonstrate leadership abilities.
- Ability to establish and strengthen collaborative and effective working relationships with a variety of college staff and community partners.
- Ability to envision and effectively organize and supervise the day-to-day operation of assigned area. Develop, implement, and assess program goals and outcomes.
- Ability to understand, communicate, and explain college programs and procedures.
- Ability to work independently and with initiative while creating new programs and opportunities.
- Ability to plan and organize work. Prioritize and schedule work; train and provide work directions to others.
- Ability to maintain records and prepare reports and procedural documentation.
- Ability to communicate effectively both orally and in writing.
- Ability to represent the college in a professional manner.
- Ability to demonstrate sensitivity to, and understanding of the diverse academic, socioeconomic, cultural, and ethnic background of community college students and personnel, including those with physical or learning disabilities.

Working Conditions

Environment: Office

Physical Demands: Incorporated within one (1) or more of the previously mentioned essential functions of this job description are essential physical requirements. The ratings in the chart below indicate the percentage of time spent on each of the essential physical requirements.

Seldom—Less than 25 percent = 1

Often—51-75 percent = 3

Occasional—25-50 percent = 2

Very Frequent—76 percent and above = 4

Ratings	Essential Physical Requirements
3	Ability to work at a desk, conference table or in meetings of various configurations.
1	Ability to stand for extended periods of time.
4	Ability to sit for extended periods of time.
4	Ability to see for purposes of reading printed matter.
4	Ability to hear and understand speech at normal levels.
3	Ability to communicate so others will be able to clearly understand a normal conversation.
1 or 2	Ability to lift 10 pounds.
1 or 2	Ability to carry 10 pounds.
4	Ability to operate office equipment.

Status/Rationale

This is a classified administrator.

Signatures/Approval

(Employee's Signature)

(Date)

(Supervisor's Signature)

(Date)

R. 3/2023