

Hidalgo Early College District Toolkit

Job Description (New)

Job Title:	ASSOCIATE DEAN OF HIGH SCHOOL PROGRAMS & SERVICES
Department:	Office of Vice President for Academic Affairs
Reports To:	Assistant to the Vice President for Academic Affairs
FLSA Status:	Exempt
Prepared Date:	June 17, 2008

SUMMARY

The Associate Dean will provide leadership and direction for high school programs and services and articulation of credits between the public schools and South Texas College. The Associate Dean will oversee all Dual Enrollment Programs; including the Academy Programs, College Readiness Programs, and Early College High School (ECHS) initiatives, plus any contract training, Tech Prep or Advanced Technical Credit (ATC) services provided to high school students.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

1. Provides leadership in assessment of instructional needs of the school districts in STC service area for contract training, dual enrollment, Academy programs, Tech Prep, and the ATC Program;
2. Directs and monitors the success of dual enrollment DEMSA and DEEA Academy programs;
3. Oversees recruitment, enrollment, and billing for all classes with school districts.
4. Oversees the assignment of dual enrollment faculty, the review of credentials, orientation of faculty, and monitors the completion of classroom observation of school district faculty teaching dual enrollment classes;
5. Conducts an annual evaluation of contract training, ATC, Tech Prep, ECHS, dual enrollment, and the Academy Program;
6. Acts as liaison with the school districts regarding Tech Prep and represents STC on the Lower Rio Grande Valley Tech Prep Consortium.
7. Ensures successful implementation of Early College High School initiatives with held at area school districts.
8. Provides leadership for the successful implementation of the Achieve Early College High School with McAllen ISD, housed at the Pecan Campus.
9. Represents the College in the community and with regulatory agencies at the state level.
10. Develops and promotes all student college-readiness programs such as the Summer Bridge Programs, 9th year initiatives, and Recovery High School Programs.
11. Performs other duties as assigned.

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SUPERVISORY RESPONSIBILITIES

Supervises Coordinators, Specialists, and support staff in the area of High School Programs and Services.

QUALIFICATIONS To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Teaching and curriculum development experience preferred.
2. Previous work experience with public schools, community, college, and /or universities preferred.
3. Willingness to travel and reliable transportation required; valid driver's license and proof of liability insurance required.
4. Demonstrated ability to interact effectively with a diverse, multi-cultural students population
5. Excellent communication and interpersonal skills and a demonstrated commitment to community college philosophy of education.

EDUCATION and/or EXPERIENCE

Masters degree required.

Experience in teaching field and/or educational supervision preferred.

LANGUAGE SKILLS

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

PHYSICAL DEMAND

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential factors of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. Specific vision abilities required by this job include close vision, distance vision, and ability to adjust focus.

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REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.