

Hidalgo Early College District Toolkit

Title: Director of Dual Enrollment
Reports To: Assigned Supervisor
Position Code: DDUE
Department: Administration
EEO Type: PR

Effective Date: 02-25-09
Revision Date: New
Pay Grade: H
FLSA: Exempt
ORP Elig: Y

A. General Description:

The Director of Dual Enrollment will develop, cultivate and maintain working relationships with internal/external departments/Independent School Districts and other organizations associated with benefit from the program. Ability to supervise staff and students. Demonstrate interpersonal skills, sensitivity and ability to relate to youth program participants and their parents. Strong oral and written communication skills. Ability to manage multiple priorities, deadlines and meet program objectives. Must be able to work flexible schedule of occasional evenings and weekends. Perform other related duties as assigned. Responsible for all phases of the program, Dual Enrollment, including budget decisions, program selection, staff supervision, future planning, innovation and serve as liaison between the college and the school district.

B. Duties and Responsibilities:
a. Essential Functions

Supervise the day to day activities of the program.

Coordinate and oversee tutorials, advising and counseling, course scheduling working with teaching and department heads and public relations.

Coordinate Dual Credit and Concurrent Enrollment courses with TSTC and high schools

Work with faculty from TSTC and Independent School Districts to align curriculum for courses which will be taught in Dual Credit model.

Work with Principals at Independent School District campuses to coordinate scheduling of Dual Credit and Concurrent Enrollment courses.

Meet with students and parents to present the benefits of the Dual Credit and Concurrent Enrollment program and assist them with application and admissions process.

Work with Principals to find teachers to teach both Summer courses, as well as those which will teach Dual Credit Courses, as TSTC adjunct professors.

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Work with Counselors and Principals to identify high school students who may benefit from a Dual Enrollment Program.

b. Other Responsibilities

Perform other related duties as assigned.

C. Working Conditions:

Sedentary: Desk work; occasional field trips e.g. for College or program activities. Insignificant effort other than normal movement. Minimal Hazard/Exposure: Standard office setting. At least minimal environmental controls to assure health and comfort.

D. Required Qualifications:

Exceptional communication and organizational skills. Proven ability to work in a team environment. Ability to serve as liaison between TSTC and community resources.

E. Minimum Requirements of Education and Experience:

Bachelor's degree in education, business or a technical area from an accredited college or university. Master's degree preferred.

Five years documented service in secondary school setting or experience with secondary schools, three years college teaching and/or administrative experience.

Approved by Jonathan Hoekstra TSTC System Human Resources