

# Job Description

Position Title: Program Manager of Dual Enrollment and High School Programs

Job Family: Academic Affairs

Job Level: Professional - Senior

FLSA Status: Exempt

Salary Grade: 07

## Position Summary:

The Program Manager of Dual Enrollment and High School Programs oversees program development, implementation, and evaluation. The Program Manager of Dual Enrollment and High School Programs coordinates services to support dual and concurrent enrollment, pathway development, and Early College program schools and participants, ensuring effective student support and continuous improvement.

The Program Manager of Dual Enrollment and High School Programs provides leadership to support effective functions and activities for programs. Develops and maintains data reports for schools, program budget, regulations, expenditures, and annual/ongoing reporting.

## Essential Duties and Responsibilities:

Examples of key duties are interpreted as being descriptive and not restrictive in nature. Incumbents routinely perform approximately 80% of the duties below.

1. Develops and administers a Dual Enrollment Programs. Develops, implements, facilitates, and evaluates strategic program objectives, policies, and procedures; interprets and applies policies and procedures. Analyzes data and trends in the area of dual enrollment, concurrent enrollment, and Early College. Prepares reports and recommendations.
2. Manages daily activities of assigned schools. Evaluates program plan of service and effectiveness. Explores and develops strategies and processes to improve communication and delivery of services.
3. Establishes and develops strategic goals to fulfill the college, department and partnering school district goals. Represents the college with all partnering and potential partnering school districts.
4. Supports instructional and program staff. Solves staff and program obstacles in order to fulfill program service needs. Provides program supervision. Prioritizes work, conducts performance evaluations, and ensures training for new hires.
5. Conducts the billing process of school districts for cost of adjunct faculty providing classes.
6. Attends college meetings and conducts presentations for Board Meetings, schools, parents, students,
7. and community service sites.
8. Counsels school districts regarding program availability and possible opportunity of offerings at local school districts.
9. Performs all other duties and responsibilities as assigned or directed by the supervisor.

## Knowledge, Skills, and Abilities:

1. Knowledge of internal and external customer service principles and practices
2. Knowledge of principles and methods for promoting programs and services
3. Skill in budget/resource management
4. Skill in organization, coordination, and management
5. Skill in people leadership and supervision
6. Skill in verbal and written communication with the ability to explain technical concepts to audiences with a wide range of technical skills
7. Skill in positive, productive, and flexible customer service
8. Ability to apply analytical and critical thinking skills with the ability draw conclusions and prepare accurate reports of results

## Supervision:

- Supervises work of others, including planning, assigning, and scheduling work, reviewing work, and ensuring quality standards, training staff, and overseeing their productivity, and signing employee(s) performance evaluation. May have responsibility for making decisions on hiring, termination and pay adjustments

## Independence of Action:

- Results are defined and existing practices are used as guidelines to determine specific work methods. Carries out work activities independently; supervisor/manager is available to resolve problems.

## Competencies:

Competencies are the actions and behaviors that can be observed as to how work gets done that supports the College's values and strategic objectives.

- Student Success: Allows the opportunity to support student success as well as improve access and retention.

## Minimum Qualifications:

Candidates/incumbents must meet the minimum qualifications as detailed below.

- Bachelor's degree in Higher Education, Administration, or a closely related field of study required.
- Three (3) to five (5) years of related experience with higher education administration.
- Five plus (5+) years of related experience preferred.
- One (1) to Three (3) years of supervisory experience required.
- Master's degree in Higher Education, Administration, or a closely related field of study preferred.
- OR An equivalent combination of certification, education and experience sufficient to successfully perform the essential duties of the job such as those listed above

## Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the key duties and responsibilities of this job. **Reasonable accommodations may be made to enable individuals with disabilities to perform critical tasks.**

- **Environment:** Work is performed primarily in a standard office environment with staff contact and frequent interruptions.
- **Physical:** Primary functions require sufficient physical ability and mobility to work in a standard office setting; to remain in a stationary position for prolonged periods of time; to occasionally position self to perform duties; to move, transport, and/or position objects of light to moderate (up to 20 pounds) amounts of weight; to operate office equipment including use of a computer keyboard; to travel to other locations using various modes of private and commercial transportation; and to effectively communicate to exchange information.
- **Vision:** Ability to see in the normal visual range with or without correction.
- **Hearing:** Ability to hear in the normal audio range with or without correction.

## Special Conditions of Employment:

- Pre-employment Background Check Required
- Some evening or weekend work hours