

Killeen Independent School District Job Description

Job Title: Central Texas College (CTC) Dual Enrollment Program Liaison
Reports To: Chief College, Career and Military Readiness Officer
FLSA Status: Exempt, 226 Days

SUMMARY

Coordinates transition activities among Institutions of Higher Education (IHE) partners, such as Early College High School, STEM and Dual Enrollment programs to ensure that transition activities, career goals and services are addressed and implemented for students.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

Coordinates with IHE faculty and staff to develop and implement programs that support early college goals (e.g., Dual enrollment course experiences for high school students, college speakers, trips to IHE administrative offices, non-academic events connected to the IHE).

Communicates with stakeholders (IHE, school, employers, industry partners, parents) in the development of the partnership (e.g. newsletter, emails, policy manuals, student manuals, student contracts, and data reports).

Participates in school planning meetings that involve decisions related to IHE activities.

Develops and implements guidelines, standards and criteria related to the students' eligibility for enrollment in different types of dual enrollment courses (based on partner IHE and specific IHE department guidelines), in concert with the high school staff and IHE faculty and staff.

Coordinates all activities related to dual enrollment programs for high school students, including, but not limited to registration, course withdrawal, and the submission of final course grades and their dissemination to students, their parents, and to high school administrators in a timely fashion.

Maintains student files, which include updated contact information, registration materials, student transcripts, state test results, and signed copies of student contracts (i.e., knowledge and agreement of student expectations and responsibilities in the successful completion of coursework, and in classroom behavior and participation).

Develops and implements a comprehensive induction/orientation process for high school students to successfully navigate dual enrollment courses (online forums, cancelled classes, postsecondary resources, etc.)

Creates and implements biannual orientation programs for students and parents, outlining expectations, procedures, policies and criteria for the students' successful completion of dual enrollment coursework.

Conducts parent outreach as it pertains to the district's College, Career and Military Readiness goals, which includes scheduling parent conferences when students are identified as having an "academic risk" or have been recommended for formal withdrawal from dual enrollment coursework.

Communicating with school administrators and counselors when students are identified as having an "academic risk" or have been recommended for formal withdrawal from dual enrollment coursework.

Communicates with the IHE's instructional staff with regard to student performance and early identification of students at academic risk, beginning as early as the end of the fifth week of dual enrollment during an academic semester.

Coordinates tutoring programs for dual enrollment students.

Creates and implements achievement recognition for students' success in their dual enrollment coursework.

Summarizes and develops reports for monitoring and evaluation of dual enrollment program data as well as data from the state examinations to improve college readiness.

Provides needed data for reporting and evaluation by the district and IHE partner.

Plans and participates in events that promote college, career and military readiness.

Coordinates quarterly financial aid workshops for parents to attend throughout the academic year.

Serves as liaison for students' course selection, grades, and professional issues.

Assists with the coordination of details outlined in the Memorandum of Understanding to achieve its goals.

Performs other duties as assigned by the Chief College, Career and Military Readiness Officer.

SUPERVISORY RESPONSIBILITIES

May supervise one or more educational aide(s) and/or volunteer(s). Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include training employees/volunteers; planning, assigning, and directing work; addressing complaints and resolving problems.

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.

EDUCATION and/or EXPERIENCE

Bachelor's degree with four years' relevant experience in education. Master's degree in education or related field preferred.

CERTIFICATES, LICENSES, REGISTRATIONS

Texas teaching certificate preferred.

LANGUAGE SKILLS

Ability to read, analyze, and interpret general periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, correspondence, and procedure manuals. Ability to effectively present information and respond to questions from students, administration, staff, parents, and the general public.

MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry. Ability to calculate and apply advanced mathematical concepts such as exponents, logarithms, quadratic equations and permutations.

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

OTHER ABILITIES AND SKILLS

Working knowledge of Excel, Microsoft Office, Power Point, and Word.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is regularly required to stand and talk or hear. The employee frequently is required to sit; use hands to finger, handle, or feel; reach with hands and arms; and stoop, kneel, crouch, or crawl. The employee is occasionally required to walk. The employee must regularly lift and carry (less than 15 pounds); may lift and move text books and classroom equipment. Specific vision abilities required by this job include close vision, distance vision, and ability to adjust focus.

WORK ENVIRONMENT

While performing the duties of this job, the employee is occasionally required to travel to multiple campuses, as assigned and is occasionally exposed to outside weather conditions. The noise level in the work environment is usually moderate. Employee may also be required to occasionally travel out-of-district for school functions and/or activities.

Date: June 10, 2019

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, and skills that may be required.