

**PANOLA COLLEGE
JOB DESCRIPTION**

JOB TITLE:	Director of Dual Enrollment	FLSA status:	Exempt
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DEPARTMENT:	Student Services	REPORTS TO:	Vice President of Student Services
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Position summary: Under indirect supervision, this position is responsible for the district-wide leadership in dual credit for the College. This position reports directly to the Vice President of Student Services, keeping him/her abreast of all planning, organizing, staff and development of Panola College's dual enrollment affairs.

Position responsibilities:

- Works with academic affairs and student services areas to provide support for the enrollment, registration, certification, and records process.
- Interfaces with the administrations of ISD, private and charter schools, as well as home school programs to disseminate information, identify problems, monitor progress, and ensure adherence to goals and objectives.
- Directs and coordinates the Panola College Dual Credit Program linking high school students to community college course work in accordance with the Texas Administrative Code.
- Oversees lists of budgetary and other needs and administers the operational and travel budget for the dual credit program.
- Conducts annual reviews and updates Dual Credit Program
- Collaborates with the Institutional Research office to inform the Southern Association of Colleges and Schools Commission on Colleges and Schools (SACSCOC) of substantive changes related to the dual credit program.
- Coordinates building the course schedule each semester with the Panola College Deans and Registrar.
- Assists in the collection of tuition and fees for the off-campus dual credit classes.
- Assists in the writing, distribution, and collection of Memorandum of Understanding (MOU) agreements with school districts offering dual credit.
- Coordinates English Language Arts and Mathematics College Preparatory Courses.
- Serves on various Panola College committees.
- Completes annual Institutional Effectiveness Plans based on the campus goals and objectives, including projecting outcomes and budget needs.
- Completes all required training and professional development
- Coordinates luncheon for dual credit instructors, superintendents, principals, and counselors.
- Assists with advisement of students.
- Assists in TSI assessment testing dates in conjunction with Director of the Testing Center.
- Coordinates development and implementation of paperwork and forms required for dual credit.
- Provide innovation and vision for the College.
- Travel and work a flexible schedule in order to meet the needs of various use groups and programs of the College.
- Support the philosophy and mission of the College.
- Actively participate in related consortiums, partnerships, organizations, etc.
- Perform all other duties as assigned.

Minimum Position Requirements:

- Master's degree required from a regionally accredited college or university; Master's degree including 18 graduate hours in a teaching field highly preferred. Three years' administrative experience in higher education and teaching experience at the college level or equivalent high school experience in counseling and dual credit instruction required.

Knowledge, Skills, and Abilities Required:

- Strong interpersonal and communication skills.
- Understanding of the open door admissions policy and philosophy of a comprehensive community college.
- Knowledge of distance education and hybrid learning environments.
- Ability to listen actively and understanding of a diverse population of students, faculty members, staff, and community members.
- Ability to work on multiple projects simultaneously, set priorities and meet deadlines.

- Knowledge of state regulations for Dual Credit, Dual Enrollment and Early High School; Americans with Disabilities Act (ADA) compliance standards, and the Federal Education Right to Privacy Act (FERPA).
- Knowledge of formulation of transfer and articulation agreements, MOU's within high school and college environments.
- Demonstrate knowledge of accounting functions within the institution.
- A strong public service orientation to work well with faculty, staff, students, and the community.
- Ability to supervise and train employees, to include organizing, prioritizing, and scheduling work assignments.
- Ability to foster a cooperative work environment.
- Strong computer skills.
- Skill in budget preparation.
- Ability to work with a diverse team in a fast-paced environment.
- Ability to stay abreast of current and developing trends (video, voice, data, and computing technologies).
- Enthusiasm and the ability to thrive in an atmosphere of constant change.

Physical Demands and Work Environment:

- Work is normally performed in a typical interior/office work environment.
- No or very limited physical effort required; however, the employee must occasionally lift and/or move up to 15 pounds.
- No or very limited exposure to physical risk.
- Travel required.