



# Trinity Valley Community College

## Job Description

### Director Of Dual Credit

#### **COMMITMENT TO MISSION**

This job carries with it the obligation to uphold the Mission of Trinity Valley Community College (TVCC) in carrying out the duties of the position. A commitment to positive interpersonal behaviors, professional communication, diversity, integrity, leadership, stewardship, respect and accountability to TVCC students and employees is essential.

#### **PRIMARY PURPOSE:**

Serving as the primary liaison between the instructional planning components of TVCC and public/private schools in order to support highly successful dual credit activities, P-16 partnerships, and other college readiness outreach initiatives. Provide leadership and support for dual credit programming and other innovative partnerships between TVCC and local Independent School Districts and private school districts.

#### **REPORTS TO:**

Vice President of Instruction

#### **SUPERVISES:**

Dual Credit Specialist and Embedded Instructors

#### **EDUCATION AND EXPERIENCE QUALIFICATIONS:**

##### **EDUCATION REQUIRED:**

Master's degree

##### **EXPERIENCE REQUIRED:**

Four (4) years' of related experience

##### **PREFERRED:**

Experience working in a community college, and experience teaching at either the community college or high school level. Knowledge of high school dual credit requirements. Familiarity with community college curriculum.

##### **OTHER LICENSES OR CERTIFICATIONS:**

None

##### **KNOWLEDGE AND SKILLS REQUIRED:**

- Typing/Data Entry
- Written and oral communication
- Interpersonal and/or customer service skills
- Public Speaking/Presenting
- Leadership/ Management
- Time management
- Organization
- Federal Regulations and Directives
- Budget and accounting principles
- Administrative practices

**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. Job Descriptions may be subject to change.**

##### **RESPONSIBILITIES:**

- Under general supervision of the Vice President of Instruction, the incumbent will be responsible for the planning and coordinating of the College's dual credit program.
- Develop, in conjunction with the Associate Vice President of Academic Affairs and the Associate Vice President of Workforce Education, the instructional plan for dual credit academic and technical courses with each of the 31 high schools within the TVCC service area.

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- Develop, in conjunction with the Associate Vice President of Academic Affairs, the instructional plan for college preparatory courses with each of the 31 high schools within the TVCC service area.
- Develop, in conjunction with the Associate Vice President of Academic Affairs and the Associate Vice President of Workforce Education, semester scheduling of courses for dual credit.
- Attend high school information events to disseminate information concerning TVCC dual credit offerings, college readiness standards, and other P-16 Initiatives.
- Work with high school counselors, in concert with the TVCC Registrar, to recruit and enroll dual credit students.
- Advise dual credit and concurrent enrollment students on scheduling, degrees, and educational pathways.
- Perform student transcript audits to ensure students are enrolling in the proper courses for their educational pathway.
- Develop and maintain dual credit handbook and webpage.
- Work closely with the Division Chairs to evaluate high school embedded dual credit instruction, in regards to LEAPS and course rigor.
- Work with Division Chairs to order TVCC approved textbooks for high school embedded faculty and to deliver textbooks, by whatever means necessary to the high school embedded faculty.
- Assist in the coordination, implementation, and set-up for conferences, training sessions, and meetings to support college readiness, dual credit, or other P-16 innovations.
- Actively participate in partnership meetings, task forces, committees and councils.
- Work closely with academic units and local ISD's to develop, revise, and disseminate relevant college readiness standards.
- Coordinates dual credit activities and enrollment with the ECHS Liaisons assigned to TVCC's Early College High School initiatives.
- Develop and maintain Independent School District and private school district memorandums of understanding, ensuring compliance of the entities to all aspects of the agreement.
- Research and ensure compliance of all state and federal guidelines and rules pertaining to dual credit, concurrent enrollment, and/or P-16 initiatives.
- Must effectively manage multiple projects, set priorities, and meet deadlines; and work independently as well as collaboratively.
- Must effectively function as a team member in developing and implementing P-16 projects.
- Must be available for travel, both in and out-of-state, to attend appropriate professional meetings.
- Other duties as assigned by appropriate supervisory personnel.

#### **SUPERVISOR RESPONSIBILITIES:**

- Accomplishes department objectives by supervising staff and organizing and monitoring work processes.
- Maintains staff by recruiting, selecting, orienting, and training employees and developing personal growth opportunities.
- Accomplishes staff job results by coaching, counseling, and disciplining employees.
- Plans, monitors, and appraises job performance annually, and provides constructive feedback and coaching.
- Implements and enforces systems, policies, and procedures.
- Maintains safe and healthy work environment by establishing and enforcing organization standards and adhering to legal regulations.
- Completes operations by developing schedules, assigning and monitoring work, and gathering resources, implementing productivity standards, resolving operations problems, maintaining reference manuals, and implementing new procedures.
- Controls expenses by gathering and submitting budget information, scheduling expenditures, monitoring variances, and implementing corrective actions.
- Ensure quality and customer service standards are adhered to as a department.
- Contributes to team effort by accomplishing related results as needed.

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- Setting goals for performance and deadlines in ways that comply with the college’s plans and vision
- Organizing workflow and ensuring that employees understand their duties or delegated tasks

**WORKING CONDITIONS:**

**TOOLS/EQUIPMENT USED:**

- Standard office equipment
- Personal computer and peripherals
- Calculator
- Multi-line phone system
- Copier
- Seat Belts
- Cellular phone
- Instructional equipment

**PHYSICAL DEMANDS:**

- Requires: Reaching, Walking, Finger dexterity, Talking, Hearing, Seeing, Repetitive Motions, Sedentary Work, Computer Work
- Subject to: Light Work
- May need: Kneeling, Crouching, Medium Work
- Occasionally need to: Climbing, Balancing , Stooping, Lifting, Grasping, Heavy Work

**MENTAL DEMANDS:**

- Extreme Temperatures: Less than 25% of the time
- Frequent interruptions: 25-50% of the time

**OTHER DEMANDS:**

None

*The above job description has been reviewed with the employee and it was explained that all questions concerning duties, responsibilities, working conditions, hours, etc., should be directed to the immediate supervisor.*

\_\_\_\_\_  
Employee’s Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor’s Signature

\_\_\_\_\_  
Date

Approved: 7/18/01

Revised: 10/6/2021

<b>Classification:</b>	Administration	<b>Coordinating/Non-Coordinating:</b>	C
<b>FLSA Status:</b>	Exempt	<b>TVCC Job Code:</b>	1459
<b>DBM:</b>	D	<b>Travel Required:</b>	More than 50% of the time
<b>IPDEDS/SOC CODE:</b>	11-9199	<b>Employment Status:</b>	Full-Time
<b>Salary Grade:</b>	240	<b>Length:</b>	12 Months
<b>FUND:</b>	001	<b>TRS POS. CODE</b>	TRS 01

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