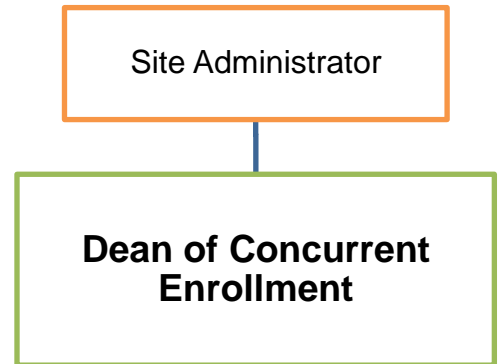


DEAN OF CONCURRENT ENROLLMENT

Job Title:	Dean of Concurrent Enrollment
Initial:	June 28, 2017
Revised:	
Work Year:	210 days
Office:	Education
Department:	Assigned School
Reports To:	Site Administrator
FLSA Status:	Exempt
Pay Range:	Licensed Salary Schedule + 15%

Related Organization Chart



POSITION SUMMARY: The Dean of Concurrent Enrollment is responsible for all aspects of Concurrent Enrollment (CE) at the assigned school location. Working in close cooperation with the district’s Director of Concurrent Enrollment, the Dean supports students and their families by building and maintaining a strong concurrent enrollment program for the students at the assigned school.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following statements of essential functions and responsibilities are intended to describe the general nature and level of work being performed by individuals assigned to this position. These statements are not intended to be an exhaustive list of all duties and responsibilities required of all personnel within this position. Actual duties and responsibilities may vary depending on building assignment and other factors.

- Advises students and parents, aligning academic and CTE college courses with students' career pathways, degree plans, and certificates.
- Coordinates the secondary concurrent enrollment in collaboration with principal and CE director to ascertain programmatic needs on an annual basis, as well as prior to each semester for consistency of the program.
- Responsible for frequent and effective communication with key stakeholders, including students, parents, and counselors, regarding policy, program updates, and planning opportunities.
- Prepare and present information promoting post-secondary program choices and college readiness.
- Supervises concurrent enrollment funding, prepares and administers a detailed operating budget for the concurrent enrollment program and submits it to the principal and CE director.
- Coordinates the total school CE program.
- Coordinates the ASCENT program at the assigned school.
- Supervises and coordinates the preparation of all CE course schedules both on and off campus.

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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- Prepare forms and forwards forms as necessary.
 - Follows all academic requirements of eligibility for participation in CE, and verifies each student's eligibility.
 - Attends or arranges for supervision of all CE events. Advises CE director school events.
 - Supervises all college assessments and acts as the host for visiting CE colleges. Oversees the supervision of CE assessment processes.
 - Leads the promotion of all CE events, reviewing and approving all promotional materials prior to printing.
 - Maintains educational records with regards to CE application as required.
 - Ensures contracts are issued for all students taking CE classes. Maintains an active file of students under contract.
 - Initiates the recruitment and selection of students and makes recommendations to the principal.
 - Plans with the principal and the CE director for future requirements and needs.
 - Advises principal of all changes in CE, both state and school policies.
 - Maintains an accurate inventory of all college books owned by the school. Signs out books to students as needed. Accounts for the return of all books after each semester.
 - Attends school, district, and state meetings as required. Attends school administrative meetings as required.
 - Attends state and national CE conferences as needed, and approved.
 - Manages the calendar of CE events.
 - Provides workshops on resume writing, interview skills, and ACT preparation.
 - Provides leadership for and serves as liaison to students/parents and coordinates with high school teachers.
 - Oversees the fairness of distribution of college courses for each student.
 - Plans and supervises an annual recognition program for CE students.
 - Plans, executes and evaluates Visit Day programs for potential students.
 - Works with and assists ICAP coordinator.
 - Maintains and reports data to principal and CE director related to total students participating, pass rates, and other trends, and identifies areas of growth.
 - Performs other related duties as assigned.

Supervision & Technical Responsibilities: This position does not directly supervise or evaluate other employees.

Budget Responsibility: Depending on the specific assignment, this position may assist with developing, administering, monitoring and coordinating assigned budgets and initiating requisitions.

QUALIFICATIONS

The requirements listed below are representative of the education, experience, knowledge, skills, and/or abilities required for this position.

Education & Training:

- Bachelor's degree required, Master's degree preferred

Experience:

- Academic advising - both high school and college is preferred
- Scheduling of students is preferred
- Professional development training
- Leadership experiences

Knowledge Skills & Abilities:

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- Advanced oral and written communication, public relations, instruction, curriculum, conflict resolution, multitasking, problem solving, facilitation, management, decision making, computer and organizational skills
 - Ability to work with students with various backgrounds and abilities. Skill in working with students and staff with diverse needs at various levels
 - Ability to work effectively with internal stakeholders including school counselors, registrar, and concurrent enrollment staff
 - Ability to be flexible and patient and make change
 - Strong collaboration skills
 - Excellent customer service and diplomacy skills
 - Critical thinking and problem solving
 - Ability to plan and conduct parent and community meetings
 - Highly detailed and organized and able to work under pressure
 - Operating knowledge of and experience with personal computer, word processing software and basic office equipment
 - Good understanding of college course prerequisites and sequencing

Certificates, Licenses, & Registrations:

- Criminal background check required for hire.
- Valid Colorado driver's license required for hire.
- Depending on the specific assignment, a Colorado teaching license may be required.

OTHER WORK FACTORS

The physical demands, work environment factors and mental functions described herein are representative of those that employee must meet to successfully perform the essential functions of this job.

Physical Demands: While performing the duties of this job, the employee is regularly required to communicate; use hands to finger, handle, or feel; and smell. The employee is frequently required to stand or walk. The employee is occasionally required to sit; reach with hands and arms; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 10 pounds.

Work Environment: The noise level in the work environment is usually moderate.

Mental Functions: While performing the duties of this job, the employee is regularly required to use interpersonal skills. Frequently required to compare, analyze, communicate, coordinate, instruct, compute, synthesize, evaluate and negotiate. Occasionally required to copy and compile.

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.