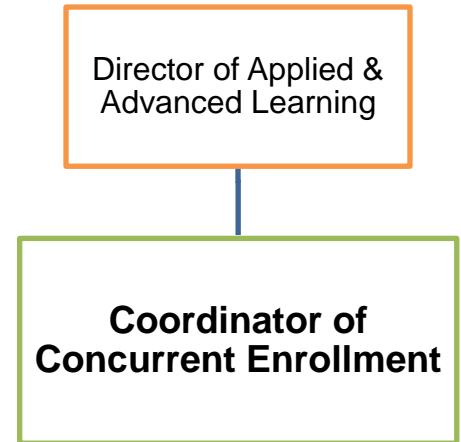


COORDINATOR OF CONCURRENT ENROLLMENT

Job Title:	Coordinator of Concurrent Enrollment Instruction
Initial:	February 2015
Revised:	February 7, 2023
Work Year:	Full Year
Office:	Education Office
Department:	Applied & Advanced Learning
Reports To:	Director of Applied & Advanced Learning
FSLA Status:	Exempt
Pay Range:	Administrative Pay Schedule - Coordinator

Related Organization Chart



POSITION SUMMARY: The Coordinator of Concurrent Enrollment (CE) serves as liaison between department chairs and faculty in District 49 secondary schools and institutions of higher education to identify gaps and streamline solutions and processes for student success in the transitioning from secondary to postsecondary coursework, as reflected in students’ Individual Career and Academic Plans. The Coordinator is also responsible for providing guidance, advising, planning, and support to postsecondary instructors, counselors and advisors, and secondary students and parents, for the Concurrent Enrollment (CE), ASCENT, and Teacher Recruitment & Education Preparation (TREP) programs.

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 upon building assignments and other factors.

- Serves as liaison with institutions of higher education to offer Concurrent Enrollment (CE), ASCENT, and TREP opportunities to D49 high school students.
- Coordinates and manages college course requests for CE college courses delivered on D49 high school campuses.
- Manages, onboards, coordinates schedules, provides digital and material resources for, and supports all instructors qualified to teach CE college courses on high school campuses.
- Conducts observations of and provides feedback to CE instructors regarding postsecondary expected outcomes, college course rigor and pacing, course prerequisites, and Family Education Rights & Privacy Act (FERPA).
- Assists CE instructors in creating a positive, nurturing, and effective collegiate classroom environment.

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.

- Provides assistance to CE advisors regarding the use of postsecondary academic resources and services and participation in career and college planning events at institutions of higher education.
- Provides counselors and advisors with high school and postsecondary academic advising support; collaborates to align CE with students' Individual Career and Academic Plans and postsecondary goals.
- Creates innovative processes for increasing student access to postsecondary coursework.
- Reduces barriers to entry for students qualified for free and reduced lunch and students with disabilities.
- Assists Director of Applied & Advanced Learning with CE budget development and management, including college tuition estimates, visiting professor instructional costs, and D49 CE instructor stipends.
- Responsible for accurate recording of postsecondary courses and grades on secondary transcripts.
- Conducts and supports Concurrent Enrollment orientation and promotional events.
- Attends professional development in both secondary and higher education settings.
- Represents the college and high school with professionalism and collegiality.
- Enforces school board policies and regulations.
- Maintains current knowledge of business and industry trends, new technologies, etc.
- Performs other duties as assigned.

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

Budget Responsibility: This position does not have direct budget responsibilities.

QUALIFICATIONS

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

Education & Training:

- Master's degree

Experience:

- Experience with Concurrent Enrollment program management preferred

Knowledge Skills & Abilities:

- English language skills
- Basic math and accounting skills
- Customer service and public relations skills
- Ability to work well and communicate with high school and postsecondary administration & staff, students, and parents
- Ability to defuse and manage potentially difficult situations
- Strong written and oral communication skills
- Critical thinking and problem solving skills
- Strong organizational skills
- Ability to maintain confidentiality
- Ability to manage multiple priorities with frequent interruptions
- Proficiency with Microsoft Excel, Word, and PowerPoint

Certificates, Licenses, & Registrations:

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.

- Criminal background check required for hire
- Valid Colorado Driver's license required for hire

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 occasionally required to stand, climb or balance, stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 25 pounds. The employee is frequently required to travel to schools, professional development sites and events.

Work Environment: While performing the duties of this job, the employee will work primarily in a usual office or school 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 instruct, coordinate, communicate, synthesize, evaluate, and use interpersonal skills. The employee is frequently required to compare, analyze, compile, compute and negotiate.

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.