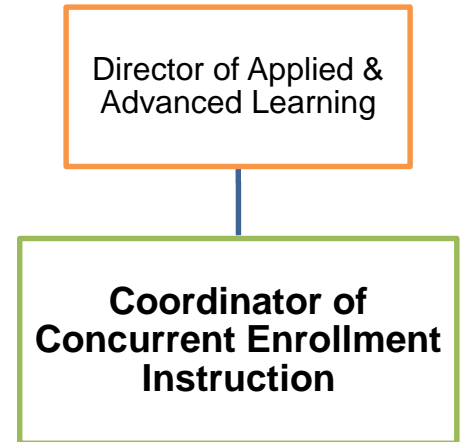


**COORDINATOR OF CONCURRENT ENROLLMENT INSTRUCTION**

<b>Job Title:</b>	Coordinator of Concurrent Enrollment Instruction
<b>Initial:</b>	February 2015
<b>Revised:</b>	March 31, 2021 (Administrative Revision)
<b>Work Year:</b>	210 days
<b>Office:</b>	Education Office
<b>Department:</b>	Applied & Advanced Learning
<b>Reports To:</b>	Director of Applied & Advanced Learning
<b>FSLA Status:</b>	Exempt
<b>Pay Range:</b>	Administrative Pay Schedule - Coordinator

**Related Organization Chart**



**POSITION SUMMARY:** The Coordinator of Concurrent Enrollment (CE) Instruction (Coordinator) 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 individual pre-collegiate and postsecondary instruction, advising, planning, and support for secondary students and parents, prior to and throughout the Concurrent Enrollment and ASCENT programs.

***Note:** Qualified candidates will have earned a Master’s degree plus eighteen graduate level college credits in the content area (18 credits can be included in the Master’s coursework.) The coordinator must submit college transcripts and application to the partnering Institution of Higher Education, and be accepted/ approved as an adjunct instructor at the partnering Institution of Higher Education. Performance of this job will be evaluated annually in accordance with observation and evaluation protocols set by District 49 and the partnering Institution of Higher Education.*

**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.

- Provides feedback and training to district secondary instructors regarding postsecondary expected outcomes, grading conventions, college course rigor and pacing, college course prerequisites, and FERPA (Family Education Rights & Privacy Act).
- Serves as an adjunct instructor (certified by institution(s) of high education) for college courses taught through postsecondary partnerships.

*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 support to secondary school staff and students regarding soft skills and postsecondary workforce readiness skills development and training necessary to gain entry-level employment in the students' chosen field of study.
- Collaborates with secondary instructors to clarify and enhance the ongoing development of student Individual Career and Academic Planning.
- Coordinates collaborative opportunities between secondary and higher education instructors, advisors, or administrators to improve student participation and ownership of their education process and career and college planning.
- Provides assistance to Concurrent Enrollment students regarding the use of postsecondary academic resources and services and participation in career and college planning events at institutions of higher education to support student success and encourage development of student self-advocacy skills.
- Assists teachers in creating a positive, nurturing, and effective pre-collegiate classroom environment in an effort to retain and successfully graduate students from their program of study as reflected in the students' Individual Career and Academic Plans.
- Provides high school and postsecondary academic advising to pre-collegiate, college-ready, and career-ready students and their parents prior to enrolling in postsecondary coursework and programs.
- Provides assistance to parents and students with the interpretation of college entrance exam scores and the mapping of educational pathways and remediation options required for both college and career pathways based on exam scores.
- Conducts Concurrent Enrollment orientations and communications for both college ready and pre-collegiate students and parents on an ongoing basis.
- Regularly communicates with both college-ready and pre-collegiate students and parents, setting specific office hours for meeting, coaching, and planning on secondary campuses.
- Attends required professional development in both secondary and higher education settings.
- Represents the college and high school with professionalism and collegiality at all times.
- Participates in faculty committees.
- Collaborates effectively with high school instructors regarding college readiness indicators and preparation in content area.
- 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 plus eighteen graduate level college credits in the content area (18 credits can be included in the Master's coursework.)

### Experience:

- Experience teaching advanced placement, international baccalaureate or college level coursework preferred

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- Concurrent Enrollment experience 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 post-secondary administration & staff, as well as 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 in all job aspects
- Ability to manage multiple priorities with frequent interruptions
- Proficiency with Microsoft programs including Excel, Word, and PowerPoint

**Certificates, Licenses, & Registrations:**

- 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.*