

## Director, Project - IPAS/ECHS

**FLSA Status:** Exempt

**Pay Grade:** 22

**Job Title ID:** 121510

**Job Series/Job Family:** Student Support & Success Series / Campus Deans of Student Services Family

### Reports To

Dean, Student Services

### Job Purpose

To implement Integrated Planning & Advising Services (IPAS) to enhance and streamline academic advising, including course selection, course registration, tracking of student progress, and recommending support services. To implement efforts to improve retention and completion rates among ACC's Early College High School (ECHS) students through analysis and utilization of the most current student success research.

### Description of Duties and Tasks

*Essential duties and responsibilities include the following. Other duties may be assigned.*

#### **Required**

1. IPAS: Provides project direction for the Integrated Planning and Advising Services. Manages all implementation activities associated with the Degree Map/IPAS, including project launch, reporting, outreach, staff training, data collection and evaluation.
2. IPAS: Collaborates with IPAS provider and related college-wide stakeholders to guide development, refinement, and implementation of IPAS.
3. IPAS: Manages professional development training of IPAS and orientation of faculty, advisors, and counselors to ensure college-wide adoption and support of Degree Map/IPAS. Creates, designs, and implements new training programs; serves as facilitator and instructor for workshops and seminars for faculty, staff, and students.
4. IPAS: Leads and directs the implementation of the beta year (year 1): troubleshoots the system, evaluates effectiveness, gathers feedback from end users (students, faculty, and staff), and collaborates closely among departments to ensure success of the project during its initial phases.
5. IPAS: Provides periodic updates on implementation progress to the college community, including faculty, staff, and administration.
6. IPAS: Collects, organizes, and reports all information in compliance with grant requirements including periodic project and budget reports.
7. IPAS: Provides ongoing written analysis of IPAS effectiveness, including summary report with recommendations for future action at the end of the two-year grant cycle.
  
8. ECHS: Collects, maintains, and evaluates data on ACC's ECHS student body related to retention and completion of college-level work and degrees.
9. ECHS: Analyzes and evaluates other ECHS programs to identify best practices.
10. ECHS: Works closely with both AISD and ACC administration to coordinate effort to improve success rates among ECHS students.
11. ECHS: Makes recommendations to ECHS and ACC administration regarding pre-college evaluation, orientation, ongoing monitoring, and development of a mandatory student success course unique to ECHS students. Maintains open dialogue with all stakeholders, including ACC and AISD administration and others in the community.

12. ECHS: In collaboration with ECHS administration, coordinates and leads professional development opportunities for ECHS staff to implement student success initiatives.
13. ECHS: Provides regular written reports to ACC and AISD administration on progress of ECHS retention and completion activities.

## **Knowledge**

*Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.*

### **Required**

- Higher education organization and processes.
- Student success strategies.
- Early College High School programs.
- Instructional techniques, theory, and workshop design.
- Understanding of applicable student success strategies.

## **Skills**

*Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.*

### **Required**

- Maintaining an established work schedule, including some evenings and weekends.
- Effectively using interpersonal and communications skills including tact and diplomacy.
- Effectively using organizational and planning skills, including attention to detail and follow-through.
- Effective leadership and ethics techniques, including Servant-Leadership principles.
- Demonstrated expertise in project planning, development, implementation and analysis.
- Maintaining confidentiality of work related information and materials.
- Establishing and maintaining effective working relationships.
- Effectively working with a diverse and multicultural student body.

## **Computer Skills**

### **Required**

- Demonstrated proficiency using standard office software applications.

## **Physical Requirements**

### **Required**

- Occasional lifting of objects up to 40 pounds.
- Work is routinely performed in a standard office environment.
- Subject to standing, walking, sitting, bending, reaching, kneeling, pushing, pulling, and manual dexterity.

## **Work Experience**

### **Required**

- Two years work experience in college-level advising, training or teaching or related area.

### **Preferred**

- Experience working with high school students.

## **Education**

### **Required**

- Master's degree.

### **Preferred**

- Ph.D.

**Other**  
***Required***

- Valid Texas Driver's License.
- Reliable transportation for travel in and out of district, as needed.

**Safety**  
***Required***

- Work safely and follow safety rules. Report unsafe working conditions and behavior. Take reasonable and prudent actions to prevent others from engaging in unsafe practices.