

Manager, CCPP - Career Development & Early College Start

FLSA Status: Exempt

Pay Grade: 22

Job Title ID: 171500

Job Series/Job Family: College Support Systems & ISD Relations Series / CCPP Family (Grant Funded)

Reports To

Executive Director, CCPP

Job Purpose

To provide pre-enrollment services and act as liaison relationship with assigned Austin Independent School District (AISD) high schools; to plan, develop and implement quality Career and Technical Education (CTE) programs; and ensure that all College and Career Preparatory programs, activities and courses meet applicable requirements.

Description of Duties and Tasks

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

Required

1. Serves as primary Early College Start resource for assigned schools. Builds and maintains a positive relationship between schools and ACC.
2. Develops, coordinates, and evaluates the ACC Early College Start services on a high school campus. Conducts training for high school personnel in ACC and ECS policies and procedures.
3. Coordinates and delivers on-site services promoting ECS programs at high school campus locations to include admissions, collecting transcripts, reviewing assessment testing, orientation, advising and registration.
4. Resolves concerns for program participants/students, faculty, ACC departments, and high schools; responds to emails, phone calls, and visitors to meet student, parent, school, faculty and program needs.
5. Develops the semester schedule for ACC courses on high school campuses; works with high schools and academic departments; verifies information; reviews the campus schedule for accuracy.
6. Serves as primary contact for ACC faculty teaching ACC restricted courses on a high school campus; provides beginning semester information for high school campus and resolves student registration issues.
7. Establishes and maintains an active role on the high school campus in order to recruit prospective students. Creates recruitment and advising materials for assigned high school campus.
8. Develops and delivers large and small group presentations to assigned high schools, including student/parent information nights or ECS training.
9. Serves on high school, college, and community committees, as assigned.
10. Proposes plans and schedules general recruitment activities and community outreach, such as middle and high school visits, special events, informational fairs, and promotional distribution.
11. Designs and implements training workshops for parents, teachers, counselors and administrators.
12. Actively recruits students from targeted underserved populations.
13. Works with CTE teachers and campus administrators to identify AISD/ACC sequential courses to promote certificate completion for students.
14. Schedules dates for academic advising, assessment testing, and new student orientation for assigned high schools.
15. Provides accurate information on ACC admissions requirements, transfer options, and career opportunities to students.
16. Maintains articulation guide of ECS courses between ACC and Austin ISD, and ensures current and accurate articulations of Tech-Prep credit-in-escrow for high school students.

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

- Post secondary student support services
- Educational institutions program functions
- Secondary and post-secondary Career and Technical Education curriculum
- Federal Grants - Carl D. Perkins
- Industry skill standards
- Instructional strategies, curriculum standards, and assessment
- Career pathways and majors
- Supervisory principles, practices, and methods

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.
- Managing college and career preparatory programs and Early College Start program activities
- Effectively using interpersonal and communications skills including tact and diplomacy.
- Effectively using organizational and planning skills with attention to detail and follow through.
- Analyzing complex information.
- Effectively supervising, leading, and delegating tasks and authority.
- Maintaining confidentiality of work related information and materials.
- Establishing and maintaining effective working relationships

Computer Skills***Required***

- Demonstrated proficiency using standard office software applications.

Physical Requirements***Required***

- Occasional lifting of objects up to 10 pounds
- Subject to standing, walking, sitting, bending, reaching, kneeling, pushing and pulling
- Work is routinely performed in an office environment and community schools.

Work Experience***Required***

- Five years career and technology education work experience.

Education***Required***

- Bachelor's degree in Education.

Preferred

- Master's degree.

Licenses/Certifications***Required***

- Professional teaching certification; Valid Texas driver's license.

Preferred

- Supervisory or Mid-Management Certification.

Other

Required

- Reliable transportation for local Austin area travel.

Safety

Required

- Supervise safe operation of unit. Facilitate safety inspections. Take reasonable and prudent actions to eliminate identified hazards. Ensure employees receive appropriate safety training and foster a workplace safety culture.