Director, Early College High School

FLSA Status: Exempt
Pay Grade: 24
Job Title ID: 176017
Job Series/Job Family: College Support Systems & ISD Relations Series / ECS/ECHS/CC Family

Reports To

Vice President, Instruction

Job Purpose

To coordinate ACC's Early College High School (ECHS) across the district.

Description of Duties and Tasks

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

Required

1. Provides overall leadership for ACC's ECHS initiative.
2. Supervises program management staff within the ECHS budget.
3. Monitors expenditures of funds assigned to ECHS programs.
4. Works with ACC departments to appropriately schedule college course sections for ECHS, ensuring alignment with both high school and college completion requirements.
5. Assists prospective faculty candidates with information regarding the faculty hiring process, and serves as a liaison when necessary between the ACC academic department and the candidate.
6. Facilitates regular meetings with ACC staff and school district and high school staff to ensure successful program integration.
7. Advises the Vice President, Instruction on matters regarding assigned programs/services; and provides information, advice, and documents to the staff, administrators, and others as necessary.
8. Provides campus orientations and support services to college faculty teaching at the ECHS.
9. Facilitates faculty participation in college orientation and professional development activities.
10. Guides collaborative efforts to support effective delivery of services. Communicates openly and effectively, and manages resources to support district goals.
11. Analyzes and evaluates other ECHS programs to identify best practices.
12. 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.
13. Collects, maintains, and evaluates data on ACC's ECHS student body related to retention and completion of college-level work and degrees.
14. Works closely with both AISD and ACC administration to coordinate effort to improve success rates among ECHS students.
15. In collaboration with ECHS administration, coordinates and leads professional development opportunities for ECHS staff to implement student success initiatives.
16. 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.