

## Director, Early College Start

**FLSA Status:** Exempt

**Pay Grade:** 23

**Job Title ID:** 206500

**Job Series/Job Family:** Workforce Education & Business Development Series / School Relations

### **Reports To**

Executive Director, School Relations

### **Job Purpose**

To direct and coordinate the implementation of Early College Start Programs (ECS) in high schools throughout the ACC service area.

### **Description of Duties and Tasks**

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

#### ***Required***

1. Oversees and directs the resolution of ECS student registration and records problems; forms primary liaison with other ACC departments in effecting changes.
2. Oversees and manages overall ECS processes within the College in consultation with ACC departments.
3. Develops and maintains Early College Start Resource Manual, brochures, and other promotional materials for ISD faculty, staff, students, and parents.
4. Provides training to ACC and ISD constituencies to effect the implementation of ECS programs and to facilitate effective operations at ACC Centers.
5. Maintains articulation guide of ECS courses between ACC and ISDs and informs internal and external instructional centers; revises procedures, forms, and materials and informs internal/external constituents.
6. Serves as liaison to Capital Area Tech-Prep Consortium to ensure current and accurate articulations of Tech-Prep credit-in-escrow for high school students enrolling at ACC.
7. Prepares semester reports for Vice President and ISD Superintendents and Principals on ESC enrollments, THECB reports, etc.
8. Serves as liaison to designated staff to maintain accurate database of ISD administrators, faculty and counselors, and to maintain accurate ECS web page.
9. Ensures appropriate employee safety training and compliance is completed.
10. Represents ECS on college-wide committees.

### **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***

- Federal and state regulations related to student residency and recordkeeping.
- Data collection and communication methods.
- Educational institutions.
- 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, to include some evenings and weekends.
- Effectively using interpersonal and public speaking communications skills, including tact and diplomacy.
- Effectively using organizational and planning skills with attention to detail and follow through.
- Public relations.
- Leading and coordinating the activities of subordinate personnel.
- 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 lbs.
- Subject to standing, walking, sitting, bending, reaching, kneeling, pushing and pulling
- Work is routinely performed in office environments

### **Work Experience**

#### ***Required***

- Five years related work experience, including educational management or program implementation and one year supervisory work experience.

#### ***Preferred***

- Interdepartmental work experience with student services.

### **Education**

#### ***Required***

- Bachelor's degree.

#### ***Preferred***

- Degree in Education.

### **Other**

#### ***Preferred***

- Knowledge of ACC Administrative Rules, Policies, and Procedures.

### **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.