

## Manager, Early College High School Program

**FLSA Status:** Exempt

**Pay Grade:** 22

**Job Title ID:** 206507

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

### Reports To

Executive Director, Early College High Schools (ECHS)

### Job Purpose

To plan, develop, and implement quality ECHS program offerings and services.

### Description of Duties and Tasks

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

#### **Required**

1. Assists in the planning, development, and implementation of the ECHS program.
2. Prepares and delivers presentations to college and school district personnel, parents, and students.
3. Provides technical assistance to the comprehensive high schools hosting the ECHS program (e.g., textbooks, academic testing, and student services.)
4. Coordinates high school faculty participation in ACC departments orientation and professional development activities.
5. Coordinates college faculty orientation and support services on ECHS campuses.
6. Assists with data collection and preparation related to the ECHS program.
7. Coordinates Austin Community College (ACC) academic department representation on Austin ISD (AISD) hiring committees as necessary.
8. Assists in scheduling college course sections and in working with ACC academic departments for faculty assignments to ensure continuity.
9. Ensures ECHS website is updated and current.
10. Develops promotional and informational materials regarding the ECHS program.
11. Organizes and implements pre-enrollment services for ECHS 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**

- Educational program planning, design, development, coordination, and implementation procedures.
- Multitasking and meeting varying deadlines and time lines.
- Course selection and scheduling processes.
- 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, including occasional evenings and weekends.
- Effectively communicating through oral and written presentations.
- Preparing and posting website information.

- Analyzing complex information and implementing long-range and immediate plans.
- Effectively using interpersonal and communications skills, including the use of tact and diplomacy.
- Effectively using organizational and planning skills, including the use of attention to detail and follow-through.
- Effectively supervising, leading, and delegating tasks and authority.
- Effectively working with a diverse and multicultural student body.
- Working collaboratively. Establishing and maintaining effective working relationships
- Participating in efforts to design, implement, measure and refine programs and services.
- Maintaining confidentiality of work related information and materials.

### **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 office environments

### **Work Experience**

#### ***Required***

- Three years work experience coordination, supervision, or administrative experience in secondary or post-secondary educational institutions.

#### ***Preferred***

- More than three years work experience planning, coordinating and implementing educational programs.

### **Education**

#### ***Required***

- Bachelor's degree.

#### ***Preferred***

- Master's degree.

### **Licenses/Certifications**

#### ***Required***

- Valid Texas Drivers License.

#### ***Preferred***

- Supervisory or Mid-Management Certification.

### **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.