Executive Director, Early College High School

FLSA Status: Exempt
Pay Grade: 99
Job Title ID: 221038
Job Series/Job Family: Administrator Series / Administrator Family

Reports To

Executive Director, School Relations

Job Purpose

To direct AISD Early College High School (ECHS) programs at LBJ and Reagan High Schools.

Description of Duties and Tasks

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

Required

1. Oversees implementation of ECHS program.
2. Hires and supervises all program management staff within the ECHS budget.
3. Monitors expenditures of all funds assigned to the ECHS programs.
4. Assists principals in providing ACC academic department representatives to serve on AISD ECHS faculty hiring committees.
5. Schedules college course sections for ECHS, ensuring ECHS faculty/section correspondences and working with ACC departments to ensure continuity of faculty assignments.
6. Assists prospective ACC faculty candidates with information regarding the faculty hiring process, and serves as a liaison when necessary between the ACC academic department and the candidate.
7. Ensures that non-high school faculty complete the necessary fingerprinting and criminal background checks before faculty teach on an ECHS campus.
8. Provides all pre-enrollment services for ECHS students; manages ACC resources to deliver services on ECHS campuses.
9. Convenes regular meetings with ACC staff and AISD district and high school staff to ensure successful program integration.
10. Provides campus orientations and support services to college faculty teaching at the ECHS.
11. Facilitates faculty participation in college orientation and professional development activities.
12. Serves as a resource for district guidance and counseling to facilitate student enrollment in the ECHS
13. Oversees provision of student support services, including on-site academic testing where necessary to ECHS students taking classes on high school campuses.
14. Assists high school staff with logistics related to college textbooks.
15. Guides collaborative efforts to support effective delivery of services. Communicates openly and effectively, and manages resources to support district goals.
16. Advises the EVPCO on matters regarding assigned programs/services; and provides information, advice, and documents to the staff, administrators, and others as necessary.
17. Develops and directs the plans and guidelines for the assigned programs and services; researches and investigates appropriate modifications for ECHS programs; develops and maintains programs, activities, and services which meet students' academic needs; provides materials, guidance, and direction for teachers, campus staff, and parents as appropriate; initiates and provides professional development opportunities for related programs; visits campuses, provides on-site support, and attends meetings as necessary.
18. Analyzes program facilities, equipment, and materials, and makes recommendations for needed changes.
19. Coordinates assistance to requesting departments; represents the department in meetings involving district,

community, or state/agency representatives as necessary; and completes required reports/paperwork, maintains records, and monitors assigned budgets.

20. Recommends, hires, orients, trains, and evaluates assigned employees, and monitors and coordinates development of programs. Coordinates contractual services as needed.

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

- Knowledge and understanding of dual credit and concurrent courses and/or College Connection program.
- Texas Education Agency (TEA) and/or Texas Higher Education Coordinating Board (THECB) and federal-related rules and regulations.
- Secondary and post-secondary academic policies and procedures.
- Supervisory practices and principles.

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

- Work with K-12 and post-secondary staff, programs, and services; customers and constituents, both internal and external to the Austin ISD District (AISD) and Austin Community College District (ACC).
- Conducting efforts to design, implement, measure, and refine programs and services.
- Implementing communication and collaboration between and among various areas of the organization to enhance service delivery and program development.
- Implementing integration and interaction of vertical and horizontal systems to guarantee the support of high student achievement and customer satisfaction.
- Directing the work of others.
- Organizing and delegating subordinate departmental responsibilities.
- Effectively communicating through oral and written presentations.
- Analyzing complex information and implementing long-range and immediate plans.
- Maintaining an established work schedule.
- Multitasking and meeting deadlines and time lines.
- Effective interpersonal relations, organization and planning.
- Maintaining confidentiality of work related information and materials.

Computer Skills

Required

- Demonstrated proficiency using standard office software applications.

Physical Requirements

Required

- Occasional lifting and moving of objects up to 10 pounds.
- Subject to standing, walking, sitting, bending, reaching, kneeling, pushing and pulling.
- Work is normally conducted in an office environment with routine local travel.

Work Experience

Required

- Three years administrative experience in secondary and/or post-secondary educational institutions. Experience working/collaborating with Austin ISD, ACC, and/or the Texas High School Project.

Preferred

- Experience with federal, state, and local grant processes, terminology, and related documentation.

Education

Required

- Master's degree.

Preferred

- Earned doctorate in education or related field.

Licenses/Certifications

Required

- Valid Texas Drivers License.

Preferred

- Supervisory or Mid-Management Certification.

Other

Required

- Reliable transportation for local area travel.