

## Executive Director, School Relations

**FLSA Status:** Exempt

**Pay Grade:** 99

**Job Title ID:** 22142

**Job Series/Job Family:** Administrator Series / Administrator Family

### Reports To

Vice President of Instruction

### Job Purpose

To provide administrative oversight of College programs related to high school initiatives including Dual Credit, Early College High Schools, Career Academies and other Career & Technical Initiatives, and Articulated Credit 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 development and implementation of Dual Credit program, Early College High Schools (ECHS), and Career Academies and other Career & Technical Initiatives.
2. Oversees development and implementation of Articulated Credit (where appropriate) to ensure coordination of college-credit earning activities in high schools.
3. Prepares and facilitates annual Memoranda of Understanding for all high schools and/or ISD initiatives, including Data Sharing Agreements.
4. Provides training to ACC and ISD constituencies to effect the implementation of Dual Credit program, Early College High Schools (ECHS), and Career Academies and other Career & Technical Initiatives.
5. Serves as liaison with designated staff to develop and maintain ACC/ISD program resources, marketing materials, and Web pages for ISD faculty, staff, students, parents, and for ACC faculty and staff.
6. Maintains accurate database of school district contacts.
7. Maintains articulation guide of Dual Credit courses between ACC and ISDs.
8. Coordinates with the College Connection Program, Enrollment Management Office, and other Student Services Initiatives to support college access and college readiness efforts.
9. Coordinates with Deans of Student Services in the delivery of ACC services (e.g., application, assessment, advising, counseling, registration, orientation) to high school students in support of Dual Credit program, Early College High Schools (ECHS), and Career Academies and other Career & Technical Initiatives.
10. Responsible for creating, analyzing, and evaluating reports, in conjunction with the Office of Institutional Effectiveness and Accountability, to school district and high school officials and to Austin Community College administration.
11. Prepares, recommends, and oversees budgets for Dual Credit, ECHS, Career Academies, and other Career & Technical Initiatives.
12. Supervises Directors of High School outreach programs, including Dual Credit Director, Early College High School Director, Articulated Credit Coordinator, and Career Academies and Career & Technical Education Directors.
13. Leads and facilitates ACC partnerships with school districts to support the House Bill 5 College Preparatory Courses in math, and English Language Arts, including planning discussions, workshops, MOU development and tracking, and successful course completion efforts.
14. Supports regional educational partnerships, as determined, and represents Austin Community College to community stakeholders.

## **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**

- Demonstrated expertise in project planning, development, and implementation.
- Presenting information and summary reports internally and to the public.
- Understanding of the community college philosophy and mission.
- Handling the demands and requirements of senior-level management in higher education.
- Effective leadership and ethics techniques, including Servant-Leadership 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**

- Working in a collaborative manner with diverse constituencies.
- Maintaining an established work schedule.
- Effectively using interpersonal and communications skills including tact and diplomacy.
- Effectively using organizational and planning skills with attention to detail and follow through.
- Maintaining confidentiality of work related information and materials.
- Working effectively with a diverse and multi-cultural student body and staff.
- Providing leadership at all levels of the College.
- Planning, prioritizing, and problem-solving.
- Handling multiple projects and meeting deadlines.
- Planning and managing budgets and staffing needs.

## **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.

## **Work Experience**

### **Required**

- Five years related work experience. Senior-level management experience in higher education.

### **Preferred**

- Administrative experience in secondary institution.
- Community College teaching experience.

## **Education**

### **Required**

- Master's degree in Education or related field.

### **Preferred**

- Earned doctorate in education or related field.

## **Safety**

***Required***

- Provide resources for safe operation of units. Create and support workplace safety.