

## 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 direct the implementation of the College Connection Initiative and the Early College Start Program in high schools throughout the ACC Service Area, and Early College High Schools in partnership with Austin Independent School District.

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

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

#### **Required**

1. Oversees development and implementation of College Connection (CC) initiative, Early College Start (ECS) program, and Early College High School (ECHS).
2. Oversees development and implementation of Articulated Credit to ensure coordination of college-credit earning activities in high schools.
3. Prepares annual Memoranda of Understanding for all high schools and education entities.
4. Provides training to ACC and ISD constituencies to effect the implementation of ECS programs.
5. Develops and oversees the maintenance of the Early College Start Resource Manual, brochures, and other promotional materials for ISD faculty, staff, students, parents, and for ACC faculty and staff. Liaisons with designated staff to maintain accurate database of ECS contacts and updated ECS web page.
6. Maintains articulation guide of ECS courses between ACC and ISDs.
7. Coordinates with Deans of Student Services in the delivery of ACC services (assessment, advising, and registration) to high schools in support of College Connection and ECS enrollments.
8. Prepares semester reports for Vice President and ISD/high school officials on ECS enrollments. Prepares Higher Education Regional Council reports.
9. Prepares, recommends, and oversees the budget for ECS, CC, and ECHS.
10. Supervises Early College Start Director, College Connection Director, Early College High School Director, and Outreach Services Coordinator.

### **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.
- Excellent communications(written and verbal) and interpersonal skills.
- Providing leadership at all levels of the College.
- Planning, prioritizing, and problem-solving.
- Handling multiple projects and meeting deadlines.
- Planning and managing budgets and manpower 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**

- More than five years related work experience, including some management experience in higher education.

**Education****Required**

- Master's degree in Educational Administration or related field.

**Preferred**

- PhD in related field.

**Safety****Required**

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