

DIRECTOR OF DUAL CREDIT

GENERAL STATEMENT:

This is a full-time, eleven-month position responsible for serving as the primary liaison between the instructional planning components of TVCC and public schools in order to support highly successful dual credit activities, P-16 partnerships, and other college readiness outreach initiatives. Provides leadership and support for dual credit programming and other innovative partnerships between TVCC and local Independent School Districts.

REPORTS TO:

Associate Vice President of Academic Affairs

OCCUPATIONAL GROUP:

Professional

FLSA: Exempt

QUALIFICATIONS FOR APPOINTMENT:

EDUCATION:

Master's degree required.

LICENSE OR CERTIFICATION:

None

EXPERIENCE:

Two years of related experience required. Experience working in a community college is preferred.

OTHER:

Demonstrated ability to build successful partnerships between colleges and public schools. Knowledge of high school dual credit requirements. Familiarity with community college curriculum. Experience teaching at either the community college or high school level is preferred.

DUTIES AND RESPONSIBILITIES:

Under general supervision of the Associate Vice President of Academic Affairs, the incumbent will be responsible for the planning and coordinating of the College's dual credit program. Duties include but are not limited to:

- Develop, in conjunction with the Associate Vice President of Academic Affairs, the instructional plan for dual credit courses with each of the 27 high schools within the TVCC service area.

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- Attend high school information events to disseminate information concerning TVCC dual credit offerings, college readiness standards, and other P-16 Initiatives.
- Work with high school counselors, in concert with the TVCC Registrar, to recruit and enroll dual credit learners.
- Develop and maintain dual credit handbook and webpage.
- Work closely with the Division Chairs to evaluate dual credit instruction, regardless of delivery method, site, or medium of instruction.
- Assist in the coordination, implementation, and set-up for conferences, training sessions, and meetings to support college readiness, dual credit, or other P-16 innovations.
- Actively participate in partnership meetings, task forces, committees and councils.
- Work closely with academic units and local ISD's to develop, revise, and disseminate relevant college readiness standards.
- Coordinate dual credit activities with the ECHS Liaison's assigned to TVCC's Early College High School initiatives.
- Must effectively manage multiple projects, set priorities, and meet deadlines; and work independently as well as collaboratively.
- Must effectively function as a team member in developing and implementing P-16 projects.
- Must be available for travel, both in and out-of-state, to attend appropriate professional meetings.
- Other duties as assigned by appropriate supervisory personnel.

PHYSICAL REQUIREMENTS:

- Within the general range of an office or classroom environment.
- Must be able to travel as needed.

The above job description has been reviewed with the employee and specific duties and responsibilities were explained. It was also explained that all questions concerning duties, responsibilities, working conditions, hours, etc., should be directed to the immediate supervisor.

Employee's Signature

Date

Supervisor's Signature

Date

All TVCC positions are security sensitive and require a criminal background check.

Approved: 7/19/10 Revised:
JD459