



JOB DESCRIPTION

JOB TITLE: Director of Educational Services	FLSA: Exempt
Department: Educational Services	Date: 10/2/18
Security Sensitive: Yes	Grade: C-51
Reports To: Vice President of Instruction	

Job Summary

Under the direction of the Vice President of Instruction, the Director of Educational Services will be responsible for the development and administration of the Dual Credit and Distance Education programs. The dual credit program includes classes taught online, at the high school and on campus. The Director of Educational Services will build partnership with local high schools, faculty and student services staff to ensure that the College is offering the dual credit and online classes needed for students to reach their educational goals.

Essential Functions

- Provides leadership and oversight for the development and administration of the dual credit program including enrollment, advising and TSI testing for technical and academic pathways to college;
- Promote the growth, development and marketing of the dual credit program to the high schools, students and parents;
- Works collaboratively with the high schools to build partnerships to offer the students the appropriate dual credit opportunities;
- Works collaboratively with staff in Admissions and Advising and Counseling to efficiently advise and enroll students in their dual credit classes;
- Works collaboratively with faculty to ensure the College is offering the appropriate dual credit and distance education classes at the appropriate time and location;
- Works to provide appropriate data for purposes of reporting, institutional research, and institutional effectiveness;
- Facilitates updating the dual credit agreements annually;
- Ensures the College's dual credit and distance education programs remain compliant with guidelines from the Texas Higher Education Coordinating Board and the Southern Association of Colleges and Schools Commission on Colleges;
- Manages the evaluation process of Distance Education programs, services and operations;
- Administers annual budgets;
- Trains, supervises, and evaluates Dual Credit and Distance Education staff;
- Serves as a liaison to departments, target school administrators and community agencies;
- Maintains confidentiality of information exposed to in the course of business regarding students, supervisors or other employees;
- Contributes to a safe educational and working environment by participating in all drills and training and being prepared to take action should a health or safety emergency occur;

- Requires the kind of teamwork, supervision, and personal interaction, that cannot be had in a home office situation; therefore, regular and predictable on-site attendance is a job requirement;
- Other duties as assigned.

Minimum Education, Skills, and Abilities

- Master’s degree in education, business, sociology, social work or related field, doctorate degree is preferred;
- Five years experience in a high school and/or community college setting working with student academic preparedness, instruction, students support services and/or advisement;
- Experience teaching or managing distance education courses;
- Ability to work effectively with an ethnic, cultural and socially diverse student population;
- Skill in building partnerships and effective working relationships with high school counselors, high school administration, and college and high school faculty.
- Previous management experience is preferred;
- Demonstrated sensitivity to the needs of disadvantaged students is required;
- Demonstrated knowledge of accounting principles and procedures;
- Ability to express effectively both in written and oral communications. Ability to effectively present information in one-on-one and small group situations;
- Working knowledge of personal and instructional computing applications required.

Work Environment

- Position operates in field and climate controlled office environment.
- The position requires average agility and good physical condition;
- Ability to lift and carry moderately heavy materials weighing up to approximately 25 to 30 pounds;
- Work may require sitting, near vision use for reading and computer use, lifting, stooping, bending, stretching, walking, standing, pushing, pulling, reaching, and other physical exertion.

Special Requirements

- Ability to maintain flexible schedule including evening and weekend work.
- Subject to criminal background check prior to employment.

NOTE: The above statements are intended to describe the general nature and level of work being performed by the person assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, skills and physical demands required of personnel so classified.

APPLICANT: Are you capable of performing in a reasonable manner the activities involved in the job or application for which you have applied? _____

Signature

Date