



Job Description

Coordinator of Dual Enrollment

Employee Name:
Date Employed:
Employment Status: Non-Probationary
Department: Dean of Instruction's Office
Location: Wallace Building
Supervisory Responsibility: None
Reports to: Dean of Instruction

SUMMARY

Supervises and coordinates the dual enrollment program.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned by the Dean of Instruction or his supervisor.

1. Certifies classes at the College and at the high schools.
2. Certifies teachers to participate in the program.
3. Completes all paperwork for new teachers including: application for employment, official transcripts, copy of driver's license and social security card, employment contracts, and any other necessary information.
4. Conducts orientation sessions for teachers to clearly identify the aspects of the program as well as CVCC policies, regulations, requirements, etc.
5. Disseminates information to students and parents prior to each registration period about available dual credit classes.
6. Supervises the registrations at the high schools to include: providing Application for Admission to each student, collecting approval form for each student from high school principals, collecting high school transcripts for each student, completing the registration form for each class and each student, collecting tuition/fees, and returning registration receipts to students.
7. Coordinates semester activities with teachers to include: providing initial class rosters, providing second and third class rosters and collecting them after the rosters have been verified, providing final class rosters and collecting them, coordinating classroom visitations and student evaluations.
8. Maintains proper files to include: certification of classes, certification of teachers, faculty advisor information, program information, and evaluation.
9. Coordinates periodic review of dual enrollment agreements.
10. Conducts comprehensive annual evaluations of the dual enrollment program.

SUPERVISORY RESPONSIBILITIES

None.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

MINIMUM EDUCATION and/or EXPERIENCE

Master's degree (M. A.) from a regionally accredited university with 18 graduate semester hours in a specific academic discipline (i.e., Accounting, Biology, History, English, etc.).

LANGUAGE SKILLS

Ability to read, analyze, and interpret incoming and inter-office information. Ability to read and understand oral and written information submitted. Ability to effectively respond to questions from supervisors, faculty, staff, students and the general public.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in units of measure, using whole numbers, fractions, and decimals.

REASONING ABILITY

Ability to carry out instructions furnished in written, oral, or diagram form.

PHYSICAL DEMANDS

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to walk; sit; use hands to touch, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to stand. The employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision, distance vision, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

Employee's signature

Date

Supervisor's signature

Date