

Sacramento County Office of Education Job Description

Classification Title: Coordinator, Dual Enrollment

DEFINITION

Under general direction, collaborates with post-secondary partners in the development of dual enrollment programs to support the expansion of early college credit options on a county and region-wide basis; provides related technical support, program development, and training to local educational agencies (LEAs) regarding student transition into post-secondary education; performs other related duties as assigned.

DIRECTLY RESPONSIBLE TO

Appropriate Administrator

SUPERVISION OVER

Professional, technical, and clerical personnel, as assigned.

DUTIES AND RESPONSIBILITIES

(This position may not include all of the listed duties, nor do all of the listed examples include all tasks which may be found in this classification.)

Coordinates and develops dual enrollment programs and resources to support schools and districts with the expansion and implementation of early college credit options county and region wide; assists school site and district leaders in the development of equitable enrollment opportunities to support student transition into post-secondary education; provides technical assistance and support to LEAs in the development of dual enrollment pathway Memorandums of Understanding (MOUs) with post-secondary education partners; develops, delivers, and coordinates dual enrollment program development and maintenance training to LEAs and post-secondary educational partners; facilitates and attends regional workgroups, consortium activities, and advisory meetings; identifies and provides student and family outreach and recruitment resources and related guidance to LEAs for K-16 pathways; provides technical assistance to support LEAs with the expansion of K-12 CTE courses to K-16 career pathways; analyzes program data, identifies and addresses gaps in existing pathways between post-secondary partners and K-12 feeder districts, and identifies opportunities for dual enrollment expansion; aligns efforts between secondary institutions and 2- year and 4-year post-secondary institutions; identifies and promotes best practices that support the expansion of sustainable regional dual enrollment programs; utilizes community college courses to develop Sacramento County Office of Education (SCOE) dual enrollment pathways and ensures alignment with program goals; supports efforts to improve and streamline the community college on-boarding and enrollment process for students in the region; facilitates collaborative meetings with district, high school, and post-secondary staff to expand dual enrollment opportunities and increase the number of students earning early college credits; provides coordination and support for program meetings and events as needed; monitors and assesses dual enrollment student performance to ensure equitable access and outcomes for SCOE students; attends meetings, conferences, and other related trainings to maintain current knowledge regarding dual enrollment programs, laws, and regulations; collects program data, evaluates program effectiveness, and submits required reports; analyzes data to support program improvement; supports the budget process for grants and other initiatives related to dual enrollment, including analysis and review of budgetary and financial data; manages and monitors project tasks and timelines; selects, trains, supervises, and evaluates the work of assigned staff; performs other related duties as assigned.

MINIMUM QUALIFICATIONS

Education, Training, and Experience

Any combination of education, training, and experience equivalent to the completion of a bachelor's degree; demonstrated professional experience coordinating and developing dual enrollment programs and experience supporting secondary or post-secondary students in dual enrollment processes required; career and college guidance experience preferred.

Knowledge of

Early college credit options and post-secondary dual enrollment programs; K-12 graduation requirements; dual enrollment course completion requirements; effective professional learning methods; strategies to increase equity and access for all students; diverse cultural, educational, and social needs of students; applicable laws, codes, regulations, policies and procedures related to assigned activities; methods and best practices related to educational research, data collection, analysis, and data-driven decision making; principles and practices of effective project management, including day-to-day operations and long-term project development; methods of effective supervision including personnel selection, training, observation, assessment, and evaluation practices; standard office equipment, software applications, and video-conferencing platforms.

Skill and Ability to

Develop, grow, and maintain effective early college credit programs; provide coordination, direction, and positive leadership; engage educational partners in collaboration and creative problem-solving; develop and maintain effective partnerships with districts, county offices, CDE, California Community College Chancellor's Office (CCCCO), postsecondary institutions, and community partners; identify dual enrollment resources; provide technical support and professional learning to educators; collect, analyze, and interpret data to support continuous program improvement; develop measurable goals and objectives, set priorities, and evaluate progress toward achievement; assess the effectiveness of school, district, and region-wide dual enrollment programs; organize and prioritize work; exercise a high degree of judgment and utilize various strategies in working with a variety of people; model strong interpersonal skills using tact, patience, courtesy, and culturally appropriate supports; establish and maintain cooperative and effective working relationships with individuals and groups from diverse backgrounds; communicate accurately and effectively in both oral and written form with individuals and groups from diverse backgrounds; plan, develop, and conduct professional learning; effectively transmit knowledge and skills to a variety of post-secondary educational partners; meet schedules and timelines; integrate the use of technology to enhance job performance; supervise and manage the work activities of assigned staff; operate standard office equipment and use standard software applications, including video-conferencing platforms.

Other Characteristics

Possession of a valid California driver's license and willingness to travel locally using own transportation; willingness to travel regionally and throughout the state as required.

Approved by Personnel Commission 5/14/24