



Job Description

Job Title: Dual Enrollment Coordinator

Reports to: Office of Secondary Schools
Department: Secondary Schools
Compensation: BL-08
Overtime Status: Exempt
Date Job Revised: June 25, 2012

Mission: To create schools centered on authentic relationships in addition to relevant and rigorous learning that ensures all students are prepared for life and learning far beyond high school through dual enrollment in post-secondary experiences.

JOB GOAL:

To facilitate opportunities for mature, able, knowledgeable and responsible students to enjoy completion of high school programming while accruing credit in post-secondary programs.

Position Summary: The Dual Enrollment Coordinator is the liaison between colleges and universities and Tulsa Public Schools district. The coordinator is responsible for facilitating course alignment between college/university courses and high school courses that meet the requirements of K-12 and higher education and for communicating the opportunities to the stakeholders of both.

Minimum Qualifications/Job Requirements:

Education:

- Bachelor's Degree in Business Administration, Education, or related field. Master's preferred.

Specialized Knowledge, Licenses, etc:

- Oklahoma Teaching Certification in Secondary Education preferred.
- Alternative Teaching Certification as approved by Oklahoma State Department of Education accepted.

Other:

- Demonstrated administrative experience with knowledge and/or work experience in both K-12 and college/university systems, marketing, fund-raising, grant writing and ability to build relationships with people from a variety of organizations.

Duties and Responsibilities:

- Serve under the supervision of the Office of Secondary Schools.

- Develop strong working relationships with local colleges and universities.
- Develop strong working relationships with all nine high schools and alternative schools in order to provide students' access to post-secondary opportunities.
- Manage all aspects of student enrollment including: student recruitment, ACT testing, advisement and enrollment.
- Plan concurrent enrollment student orientations held twice a year on a Tulsa Community College Campus.
- Work with pupil accounting in maintaining student grades and proper course transcriptions.
- Manage all aspects of marketing and advertising of the concurrent enrollment program.
- Purchase, catalog and distribute textbooks.
- Strong recruitment and understanding of students of poverty, First Generation College and those students in the academic middle.
- Secure funding to support program needs by soliciting local foundations, corporations and/or writing grants.
- Serve on community boards/committees for the purpose of program promotion.
- Maintain membership in National Alliance of Concurrent Enrollment Partnerships (NACEP) and attend yearly conference.
- Maintain student demographic information for pilot project, EXCELeRate.
- Build collaborative work teams among college/university faculty and high school administration and faculty.
- Maintain a presence in each high school working closely with Director of Counseling Services and site counselors and building administration.
- Monitor, investigate and resolve issues for concurrently enrolled students.
- Plan and develop communication strategies for concurrent enrollment courses offered through TPS and local colleges/universities to ensure timely and accurate information is given to school administrators, parents and concurrent enrollment students.
- Maintain relationships with state-level officials for the purpose of providing direction of possible policy changes.

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