

Director High School Partnerships
Central Oregon Community College

Direct Link: <https://www.AcademicKeys.com/r?job=251323>

Downloaded On: Jan. 12, 2025 7:10pm

Posted Jan. 9, 2025, set to expire Feb. 1, 2025

Job Title Director High School Partnerships
Department High School Partnerships
Institution Central Oregon Community College
Bend, Oregon

Date Posted Jan. 9, 2025

Application Deadline 02/01/2025

Position Start Date Available immediately

Job Categories Director/Manager

Academic Field(s) Education
Administration - Other

Apply Online Here <https://apptrkr.com/5916905>

Apply By Email

Job Description

Image not found or type unknown



Director High School Partnerships

Position Number: B1131PD

Starting Wage/Salary: \$75,000 - \$82,000 plus exceptional benefits

Close Date: 02/01/2025

Primary Purpose:

In this position, you will lead strategic initiatives to build and strengthen relationships with regional K-12

Director High School Partnerships Central Oregon Community College

Direct Link: <https://www.AcademicKeys.com/r?job=251323>

Downloaded On: Jan. 12, 2025 7:10pm

Posted Jan. 9, 2025, set to expire Feb. 1, 2025

partners and COCCs academic and student affairs departments in order to expand opportunities for high school students to earn college credit.

Essential Duties and Responsibilities:

No two days are the same in this role, but here are some activities in which you will be engaged:

- You will serve as a leader and liaison in fostering collaborative partnerships with K-12 partners and key community organizations to enhance dual credit programs and increase access to postsecondary education opportunities for high school students throughout the region.
- You will develop innovative solutions and will problem-solve to maintain strong relationships with COCCs academic departments and faculty members as well as key stakeholders in COCCs student affairs departments.
- You will develop policies and procedures in collaboration with leaders in academic and student affairs departments.
- You will engage in strategic conversations with diverse stakeholders in a fast-paced, changing environment that requires flexibility and the skill to move seamlessly from one project to another.
- You will lead and work with an energetic, passionate team that is focused on student access and success.

Knowledge, Skills, and Abilities:

Individuals must possess these knowledge, skills and abilities or be able to explain and demonstrate that the individual can perform the duties and responsibilities of the job, with or without reasonable accommodation, using some other combination of skills and abilities. The individual is expected to follow College work rules and policies.

- Ability to develop a vision for high school partnerships and provide leadership to implement that vision through strategic planning and intentional program design.
- Ability to supervise a team of staff, setting expectations and providing clear direction.
- Ability to oversee the growing number of College Now instructors and provide direction and support for their respective COCC faculty mentors.
- A demonstrated knowledge and understanding of leadership, program management, teaching methodologies, and curriculum.
- Ability to build, manage and enhance all aspects of a complex program, including scheduling, registration, instructor qualifications, and payment.
- Ability to communicate information effectively regarding college policies and procedures to faculty, students, and high school partners.

Director High School Partnerships
Central Oregon Community College

Direct Link: <https://www.AcademicKeys.com/r?job=251323>

Downloaded On: Jan. 12, 2025 7:10pm

Posted Jan. 9, 2025, set to expire Feb. 1, 2025

- Ability to develop strong working relationships with people from different cultural backgrounds and other aspects of human diversity.

Minimum Requirements:

Education:

- Bachelors s degree in Management, Business, Education, Public Administration or related field

Experience:

- Five (5) years of related full-time experience in program administration involving project management, strategic planning, direct supervision of staff in a professional environment and data tracking.
- One-year supervisory experience.

License:

- Valid Oregon Drivers license, or the ability to obtain a license within 30-days of employment. Able to complete required college Vehicle Use driving requirements.

Preferred Qualifications:

Education:

- Masters degree in Management, Business, Education, Public Administration, or related field.

Experience:

- Teaching or administrative experience in high school and/or community college setting
- Experience with systems improvement and data tracking and reporting in adherence with applicable state laws and regulations.

To apply, visit <https://jobs.cocc.edu/postings/10991>

The goal of Central Oregon Community College is to provide an atmosphere that encourages our



Director High School Partnerships Central Oregon Community College

Direct Link: <https://www.AcademicKeys.com/r?job=251323>

Downloaded On: Jan. 12, 2025 7:10pm

Posted Jan. 9, 2025, set to expire Feb. 1, 2025

faculty, staff and students to realize their full potential. In support of this goal, it is the policy of Central Oregon Community College that there will be no discrimination or harassment on the basis of age, disability, sex, marital status, national origin, ethnicity, color, race, religion, sexual orientation, gender identity, genetic information, citizenship status, veteran or military status, pregnancy or any other classes protected under federal and state statutes in any education program, activities or employment. Persons with questions about this statement should contact Human Resources at 541.383.7216 or the Vice President for Student Affairs at 541.383.7211.

This policy covers nondiscrimination in both employment and access to educational opportunities. When brought to the attention of the appropriate parties, any such actions will be promptly and equitably responded to according to the process outlined in general procedures sections N-1, N-2, or N-3.

In support of COCCs EEO statement, bilingual fluency in English and Spanish is considered a plus, along with experience working in a diverse multicultural setting.

jeid-f6c160468e7b164bb45bb98180daa9c5

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

High School Partnerships
Central Oregon Community College