

Director, Dual Credit Programs (REPOST)
Lee College

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Downloaded On: Apr. 28, 2025 2:11pm

Posted Apr. 28, 2025, set to expire Apr. 30, 2025

Job Title Director, Dual Credit Programs (REPOST)
Department
Institution Lee College
Baytown, Texas

Date Posted Apr. 28, 2025

Application Deadline 04/30/2025
Position Start Date Available immediately

Job Categories Director/Manager

Academic Field(s) Administration - Undergraduate Education
Administration - Other

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Job Description

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Director, Dual Credit Programs (REPOST)

Salary: \$77,521 - \$89,152

Job Type: Full-Time

Job Number: FY2300553

Location: Main Campus - Baytown, TX

Division: Provost/Academic & Student Affairs

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Position Overview

Starting Salary Range is \$77,521 - \$89,152. The initial salary offer is commensurate with education and related work experience.

The Director of Dual Credit Programs, reporting to the Executive Director, School & College Partnerships, provides leadership and strategic oversight ensuring its alignment with institutional goals and compliance with state and accrediting standards. The Director builds and strengthens relationships with all partner school districts to increase access to dual enrollment opportunities and improving dual credit student outcomes. The Director is responsible for program development, operational efficiency, and fostering a college-going culture that supports student success. The Director ensures that the dual credit program is administered in accordance with standards established by Lee College, The Texas Higher Education Board, and the Southern Association of Colleges and Schools Commission on Colleges.

Essential Duties & Responsibilities

Program Development and Administration

- Provides leadership and oversight for the development, expansion, and administration of Lee College's Dual Credit Program ensuring alignment with the college's mission and strategic goals.
- Establish and monitor key performance indicators, measures program effectiveness, and implements program improvement initiatives to make measurable progress toward the goal of the Ideal Student Experience.
- Provides leadership and supervision of all dual credit operations including leading recruitment, retention, and completion efforts for dual credit programming.
- Promotes the values of a college-going culture and college and career readiness, and develops educational opportunities for all students to achieve upward economic and social mobility.
- Promotes the growth, development, marketing, and administration of the dual credit program, including the development and dissemination of guidelines for instructors, schools, students, and parents
- Develops and maintains administrative policies, procedures, and agreements for dual credit programs. Oversees the review and revision of dual credit MOUs with each ISD, ensures that the MOUs meet state requirements, and makes recommendations for needed changes.
- Contributes to the achievement of the College's strategic goals by identifying opportunities for expansion, and collaborating with Recruitment, Student Affairs, Grant, and Instructional departments to build a diverse and responsive dual credit program that encourages dual credit students to consider attending Lee College upon graduation.

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- Implements federal, state, and institutional policies and procedures, and recommend policy and procedural changes.
- Identifies short and long term strategic opportunities for growth and expansion of the college's dual credit programs.

Stakeholder Collaboration and Communication

- Serve as the primary liaison between Lee College and partner school district administrators in public, private, and home-schooled settings.
- Collaborate with Lee College and school district administrators to maintain the Memorandum of Understanding (MOU) that reflect the dynamic nature of the dual credit partnerships.
- Collaborate with school district and campus leaders to develop and implement best practices for supporting dual credit students including advising, pathway planning, and student support activities.
- Conduct regular site visits to service area high schools to strengthen relationships, facilitate communication and provide support.
- Collaborate with college faculty leadership to ensure dual credit courses meet the academic rigor and quality standards of the college.

Program Operation and Oversight

- Develop, manage, and monitor the department's operational budget activities to align with program goals and institutional priorities.
- Lead and mentor team of professional and classified staff to ensure efficient operations and outreach activities create efficiencies and enhance program visibility of Lee College dual credit programs.
- Analyze dual credit enrollment trends, and coordinates with the college academic departments to provide courses in response to student and district needs.
- Oversee the development and maintenance of dual credit handbook(s) as a resource to high school counselors, instructors, parents, and students.
- Use data-driven approaches to identify and implement activities to support the college's strategic goals including enrollment growth, and student attainment.
- Address and support timely resolution of complaints and disciplinary issues, including academic and behavioral, and refer to appropriate contacts at the high school and college, as needed.
- Assist dual credit advisors in the admissions, testing, and registration processes, as needed.

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Additional Duties & Responsibilities

- Maintain dual credit webpages on the Lee College website.
- Generate reports for the dual credit program from data in PeopleSoft.
- Participate in institutional and departmental committees or initiatives as needed.
- Perform other duties as assigned.

Minimum Education, Experience, Knowledge, Skills & Abilities

- Master's degree
- Five (5) years of related experience
- Excellent computer skills with the Microsoft Office suite, in particular Word and Excel
- Ability to develop and maintain reports about dual credit program and furnish data, as requested
- Excellent oral and written communications skills
- Ability to establish rapport and work collaboratively with faculty, administrators, and other staff members in both college and high school settings
- Ability to work well with individuals from diverse backgrounds
- Must be able to travel - Assignment will include in-district high schools, as well as service area high schools in East Harris, Liberty, Chambers Counties, and other locations with signed MOUs
- Must be available to work evenings and weekends when needed
- Understand Texas Higher Education Coordinating Board rules regarding dual enrollment programs

Lee College does not discriminate on the basis of race, color, religion, sex (including pregnancy, gender identity and sexual orientation), national origin, age, disability, veteran status, genetic information or any other basis protected by law.

To apply, please visit <https://www.schooljobs.com/careers/lee/jobs/4855708/director-dual-credit-programs-repost>

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Contact Information

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

Contact

N/A

Lee College

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