Western Placer Unified School District

POSITION DESCRIPTION

Position Title:	**Dual Enrollment Technician**
Department:	Education Services
Reports to:	College and Career Coordinator

SUMMARY:

Supports the site dual enrollment goals by implementing strategies that meet the needs of specific site dual enrollment programs

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Ensures the CCAP agreement with partnering college(s) are in accordance with district policies and applicable state/federal laws and regulations
- Analyze Equal Opportunity Schools (EOS) lists to identify ideal students for dual enrollment courses in collaboration with site and district staff
- Research potential new dual enrollment courses that will benefit students
- survey teachers to identify staff members who may be interested in becoming qualified to teach dual enrollment courses and support them to apply for such positions
- Collaborate with Sierra College to identify dual enrollment courses
- Collaborate with Sierra College to identify departments that may not require master's degrees for dual enrollment instructors
- Collaborate with CSU Sacramento and William Jessup University on potential dual enrollment agreements
- Act as liaison between post secondary institutions and the district to coordinate the schedule of dual enrollment offerings
- Support site students in all aspects of dual enrollment, including college applications, registration, policy compliance, and paperwork submission
- Support site staff with dual enrollment stipend processes, including set up and distribution
- Support site staff in acquiring needed dual enrollment instructional materials
- Collect data that helps measure the overall effectiveness of the dual enrollment program, including enrollment and grade data
- Participate in outreach activities on campus and in the community
- Collaborate with dual enrollment administrators/staff to support the implementation of pathways for site students
- Assist in the development of dual enrollment faculty and training
- Participate in meetings, training, and other activities to support professional development and maintain expertise in dual enrollment best practices
- Collaborate with the College and Career Coordinator in grant writing
- Other duties as required

QUALIFICATION:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Basic skills needed include organization, software knowledge, strong communication capacity, and knowledge of career trends. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

EDUCATION and/or EXPERIENCE:

High school diploma or general education degree (GED) required. College coursework is strongly preferred. Previous work within an educational setting (especially with high school students) is highly desirable.

LANGUAGE SKILLS:
Ability to read, write and comprehend simple instructions, short correspondence, and memos. Ability to effectively present information in one-on-one and small group situations to staff, parents, students and administrators.

MATHEMATICAL SKILLS:
Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions and decimals. Ability to compute rate, ratio, and percent and to draw and interpret graphs.

REASONING ABILITY:
Ability to apply common sense understanding to carry out detail but uninvolved written and oral instructions. Ability to deal with problems involving several concrete variables in standardized situations.

OTHER SKILLS AND ABILITIES:
Ability to work with emotionally impaired students. Ability to maintain composure under stressful conditions. Ability to develop effective working relationships with students, staff, and the school community. Ability to communicate clearly and concisely, both orally and in writing. Ability to perform duties with awareness of all district requirements and Board of Education policies.

PHYSICAL DEMANDS:
The physical demands described here 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 essential functions.

While performing the duties of this job, the employee is regularly required to stand, walk, sit, and talk or hear. The employee is frequently required to use hands and fingers to handle, or feel objects, tools, or controls and stoop, kneel, crouch or crawl. The employee is frequently required to bend at the trunk more than the average person. Occasionally the employee is required to lift or move up to 50 pounds such as to move students and equipment. Specific vision abilities required by this job include close vision and peripheral vision. The employee needs to be able to tell where a sound is coming from and hear in a noisy environment. The position is exposed to infection and injury at a greater risk than the average person.

WORK ENVIRONMENT:
The work environment characteristics described here 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 to loud. The employee is exposed to infection at a greater risk than the average person. The employee is frequently required to interact with the public and staff and is directly responsible for the safety, well-being or work output of students.