**PIKES PEAK STATE COLLEGE**

# JOB DESCRIPTION

**Assistant Dean of High School Programs and Concurrent Enrollment**

**Department: AVP/High School Programs Position Number: 40062**

**Colo. Personnel System: Exempt FLSA Classification: Exempt**

**Purpose Statement:**

The Assistant Dean for High School Programs is primarily responsible for overseeing the day- to- day operation of the Area Vocational Program. This includes, but is not limited to, student issues (grades, attendance, discipline, schedules, and enrollment), support of career- technical student organizations, administrative tours of the Area Vocational Program, and meet as a representative of the Area Vocational Program with local high school personnel regarding students and/or AVP procedures.

**Reports To:** The Dean of High School Programs

**Supervises:** Supplemental Service Assistants

**Schedule Commitment:** This position runs one work week prior to and at the end of the AVP academic school year and follows the College’s schedule in regard to holidays and closures (i.e., Spring Break).

**Essential Functions:**

75% - Coordinate with faculty to ensure Area Vocational Program policies and procedures regarding student discipline and attendance are followed. - Communicate with high school counselors, parents, and students regarding student discipline and attendance issues.

* Provide support to AVP instructors in the educational setting
* Ensure that attendance reports and student grades are distributed to the high school in an accurate and timely fashion.
* Provide positive feedback and/or events to students with good attendance and/or behavior and their counselors
* Maintain drop list and record holds for students with lost or damaged items
* Coordinate students’ completion of FERPA forms; remind faculty and staff of FERPA guidelines and limitations; communicate with counselors the names of students who did not release information to parent via FERPA form.
* Compile information and complete the necessary reports for AVP in general as required by the Assistant Dean, Dean, College, state, or other entities.
* Communicates with PPCC’s Dean of Students regarding AVP and Concurrent Enrollment students
* Meet with students and faculty as appropriate and investigate academic, behavioral, or attendance concerns

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| 15%  | - Oversee and assist in the recruitment and enrollment process of AVP students.  |
|    | * Assist with the planning and coordination of the SkillsUSA District contest
* Assist in coordinating faculty/staff meetings
* Organize college credit checks for seniors at the end of the AVP year
* Coordinate AVP program evaluations
* Work with the IT department to keep AVP webpage updated
* Communicate with bus drivers and/or transportation supervisors through a meeting at the beginning of the year and any pertinent updates throughout the school year
* Attend formal or informal meetings regarding Supplemental Services students as needed
* Helps filter and respond to AVP student emergencies with appropriate action
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| 10%  | - Assist the Dean with other assignments which may include, but are not  |
|   | limited to…. o Presentations to high school counselors, instructors, and/or students about opportunities within our High School Programs o Assistance with Concurrent Enrollment and High School Articulation o Preparation and presentation of faculty/staff in-services  |

**Knowledge, Skills, and Abilities:**

* Demonstrate knowledge of Career and Technical Education and the ability to communicate effectively with faculty in all Career and Technical program areas.
* Excellent verbal and written communication skills.
* Ability to work with personnel in all levels of an educational institution and in high schools.
* Knowledge of the secondary school system.
* Ability to work with high school students.
* Ability to prepare for and conduct meetings.

**Education and Experience:**

* Bachelor’s Degree from an accredited institution.
* Two years of successful teaching experience

**Preferred Education and Experience:**

* Documented leadership experiences in previous position assignments.
* Successful experience working with Career and Technical programs as an instructor and/or an administrator at the secondary or the post- secondary level.
* Master's Degree in Education, Curriculum, and Instruction, or one of the approved Career and Technical Education program areas.

**Pay Schedule:** $40,000 annual