

Executive Director, School & College Partnerships
Lee College

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Posted Sep. 12, 2024, set to expire Sep. 24, 2024

Job Title	Executive Director, School & College Partnerships
Department	
Institution	Lee College Baytown, Texas
Date Posted	Sep. 12, 2024
Application Deadline	09/24/2024
Position Start Date	Available immediately
Job Categories	Director/Manager
Academic Field(s)	Educational Services Admissions/Student Records/Registrar
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Job Description	

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Executive Director, School & College Partnerships

Salary:

Job Type: Full-Time

Job Number: FY2300481

Location: Main Campus - Baytown, TX

Division: Provost/Academic & Student Affairs



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Position Overview

Starting Salary Range is \$98,661 - \$115,931. The initial salary offer is commensurate with education and related work experience.

The Executive Director of School and College Partnerships (EDSCP) reports to the Associate Vice President of Transfer and Educational Partnerships and provides leadership and supervision of dual credit programs and recruitment/outreach with the primary goal of making measurable progress toward the ideal student experience.

Essential Duties & Responsibilities

Dual Credit Evaluation: Establishes key performance indicators, measures program effectiveness, and implements program improvement initiatives to make measurable progress toward the goal of the Ideal Student Experience.

Dual Credit Operations: Provides leadership and supervision of all dual credit operations. Leads recruitment, retention, and completion efforts for dual credit programming; promotes the values of a college-going culture and college and career readiness; develops educational opportunities for all students to achieve upward economic and social mobility.

Dual Credit Policies, Procedures and Agreements: 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.

Dual Credit CEO Network: Serves as the liaison to ISD superintendents. Establishes regular communication with superintendents of school districts in our service area, promotes a uniform approach to dual credit, and resolves issues that could not be resolved at lower levels.

Dual Credit Academic Quality: Collaborates with relevant academic divisions to ensure the academic quality of dual credit courses taught at remote locations are equal to those that are taught on the main campus. Provides training to full-time college faculty teaching dual credit courses to ensure the quality and rigor of college courses while accommodating the unique demands experienced by high school students.

Dual Credit Degree Plans: In compliance with Senate Bill 25 from the 86th Texas Legislature, ensure that dual credit students file a degree plan with the College and have an opportunity to consult with an

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academic advisor not later than the second regular semester after the semester where the student earned a cumulative total of 15 or more credit hours.

Recruiting: In collaboration with the Registrar and the Director of Recruitment, develops recruiting targets, including for dual credit, and provides leadership and supervision to meet the established targets.

Additional Duties & Responsibilities

- Perform other duties as assigned.

Minimum Education, Experience, Knowledge, Skills & Abilities

- Master's (or higher) degree in a related field
- Five (5) years of related work experience in higher education, including work with partnering ISDs
- Previous supervisory experience
- Excellent oral and written communication skills, interpersonal skills, and presentation skills
- Able to communicate with various constituents (e.g., students, college/public school employees, company representatives, community members, etc.)
- Proficient computer skills (e.g., Microsoft Word, Excel, PowerPoint, and Outlook)
- Ability to present information to large and small groups of students, ISD partners, and/or community
- Must be able to work with individuals from diverse backgrounds
- Proven ability to manage operations in an extreme business environment
- Able to work accurately in a high-volume, high-stress environment
- Able to function within an administrative structure to advocate for students, employees, and community
- Must be available to work evenings and weekends to meet event schedules and program objectives

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.



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To apply, please visit <https://www.schooljobs.com/careers/lee/jobs/4652682/executive-director-school-college-partnerships>

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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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