NORTHEAST TEXAS COMMUNITY COLLEGE

JOB DESCRIPTION

Director of Dual Credit

Department: Instruction                      Job Status: Full Time
FLSA Status: Exempt                           Reports To: Dean of Distance Education
Grade/Level: Admin/Prof II                   Amount of Travel Required: As needed
Work Schedule:                                Positions Supervised: N/A
Monday - Thursday 8AM - 6PM                 Contract Length: 12 months
Friday 8AM - 12PM                           Or as assigned by the supervisor

PURPOSE: The Director of Dual Credit Programs is responsible for providing leadership for
the development, coordination, and management of NTCC’s Dual Credit program
throughout NTCC’s service delivery area.

MAJOR RESPONSIBILITIES:

• Visit area high schools to meet with counselors, students, and parents about the dual credit
  programs. Some evening and weekend presentations may be required.
• Coordinate the admissions process and registration of all NTCC dual credit students. This
  may include, but is not limited to distributing and collecting admissions and registration
  packets, entering applications, and collecting required information from students.
• Serve as the primary college contact person for dual credit questions and issues.
• Verify accuracy of rosters with high school counselors and dual credit instructors.
• Report grades (as needed) to area high schools.
• Create dual credit packets and materials for distribution.
• Work closely with College Faculty, Instructional Division Directors, Deans, Counselors,
  Public School Relations Officers, and the Registrar's Office to ensure that consistent and
  correct procedures are followed with respect to dual credit.
• Maintain various files, records, and reports.
• Operate computers for data input, word processing, and spreadsheets for program
  descriptions.
• Represent Dual Credit and attend meetings and conferences as needed.
• Prepare and monitor a budget that supports the needs of the Dual Credit Program.
• Perform other duties as assigned.

POSITION CHARACTERISTICS:
This position requires strong interpersonal and communication skills, a commitment to
the role of the Dual Credit program within the overall mission of the college, and a value for
team work. The ability to communicate effectively both orally and in writing is required. The
position requires the ability to anticipate problems, exercise good judgment, and develop and
apply solutions effectively. The position requires a working knowledge of both public school
and college operations, policies, and procedures including; NTCC admissions policies, college
instructional programs, TEA, and Texas Higher Education Coordinating Board requirements.
QUALIFICATIONS:
Master’s degree required. Prior teaching experience in both public school and community college settings preferred. Must have working knowledge of computer technology and effective interpersonal, written, and oral communication skills. Must possess the ability to collaborate with diverse individuals, groups, and organizations. Must be dependable, resourceful, and self-motivated. Ability to travel to area ISD campuses and off-campus college locations required.

SIGNATURES:

______________________________  __________________________
Director of Dual Credit            Date

______________________________  __________________________
Executive Vice President for Instruction  Date

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President                        Date

Job Description developed: February, 2009  
Reviewed:  
Revised: July 18, 2014  
Preparer: Dr. Ron Clinton, Anna Elliott