



Position Title:	District Director, School & College Relations	Job Code:	0702
Reports To:	Associate Provost for Academic Affairs	Job Group:	PEC
Department:	Academic Affairs	Salary Grade:	15
Prepared By/Date:	Rosario Roman/6-25-2010	FLSA Status:	Exempt
Approved By/Date:	Pamela Menke/6-25-2010		
Revised:	Jennifer C. Brito/6-28-2010		

Summary:

The Director represents the college in articulation matters with secondary schools, career technical centers, Florida and out-of-state colleges and universities and serves as the contact person for the articulation offices at each of the FL State Universities and Community Colleges and as the liaison with the Miami-Dade County Public School system.

Essential Duties and Responsibilities:

- Serves as the liaison with Miami-Dade County Public Schools (M-DCPS) in all assigned matters, including dual enrollment, early admission, articulation of Career Pathways programs of study, M-DCPS Student Success (College Prep) courses; maintains communication with high school guidance counselors and CAP advisors, district personnel; responsible for discussing, updating, and preparing the Interinstitutional Articulation Agreement.
- Staffs the development and ongoing review of MDC articulation agreements with colleges and universities; collaborates with Executive Director for International Education in the development of international articulation agreements.
- Works collaboratively with the Miami-Dade County Public Schools Division of Career and Technical Education and ensures MDC representation and participation (School Directors, Chairpersons, Dean of Workforce Education, etc.) in articulation meetings related to Career Technical Education and Career Pathways programs of Study.
- Working with the Campus Dual Enrollment Coordinators and Academic Liaisons at the Campuses, assures consistency of dual enrollment policies, procedures and practices; monitors on- and off-side dual enrollment agreements; works closely with Associate Academic Deans and Financial Student Service to ensure M-DCPS; staffs the Dual Enrollment Coordinating Committee;
- Prepares responses to surveys, questionnaires and reports for the FLDOE; i.e. AA Program Review Level II –Articulation, OPPAGA, Joint-Use and Partnerships Surveys.
- Maintains regular communication with different areas of Student Services personnel (Academic advisors, New Student Centers, Recruitment directors, Academic Dean liaisons, Admissions, Honors College), and disseminates information pertaining to articulation and transfer issues, program changes at the state universities, legislative changes that impact student services or testing; and the public school district.
- Coordinates with Recruitment Directors the participation and registration for college-wide recruitment events, college fairs, EXPOs, visits to the high schools, discipline-related workshops, educational community events, and other, similar events.
- Participates in the MDC and M-DCPS meetings, including advisory councils and M-DCPS Career Pathways and Testing meetings.
- Participates as assigned in Division of State Colleges meetings and shares pertinent information with college personnel; prepares responses to FLDOE surveys, questionnaires and reports for the FLDOE such as AA Program Review Level II –Articulation and OPPAGA, Joint-Use and Partnerships Surveys.
- Updates websites related to the above duties.
- Performs other duties as assigned.

Knowledge, Skills and Abilities:

- Working knowledge of the relationship between the secondary and postsecondary educational school systems
- Knowledge of higher education academic programs and student service programs and systems
- A broad view of education policies, programs, processes with the ability to envision and propose creative and beneficial change
- Evidence of the ability to foster a culture of cooperation and collaboration among the various representatives in order to improve the quality of partnerships; negotiation and mediation skills
- Excellent planning and organizational skills;
- Demonstrated commitment to the mission and vision of the college to promote its priorities and programs
- The ability to prepare and disseminate organized and meaningful information
- Research and report writing ability and evidence of precision and attention to detail
- Ability to facilitate school and college dialogue to align strategies; strengthen relationships, and respect among administrators that will achieve student academic success.
- Ability to work in a multi-ethnic and multi-cultural environment with students, faculty, and staff.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the noise level in the work environment is usually quiet.

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 the essential functions.

While performing the duties of this job, the employee is frequently required to sit and reach with hands and arms. The employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls; talk or hear; and stand and walk.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Essential Personnel:

Non-essential

Minimum Requirements:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

- Master’s degree in related field and two (2) years of experience that is directly related to the duties and responsibilities specified or a Bachelor’s degree in related field and six (6) years of related experience.

ACKNOWLEDGEMENT

I have read and acknowledge receipt of a copy of my job description.

Signature

Date

Printed Name