Job Title: High School Coordinator  
Job Code: 10314

**JOB SUMMARY**

The High School Coordinator assists state, secondary, and postsecondary instructional leadership in the planning and development of career programs of study, including dual, joint, enrollment opportunities to high school students in service delivery area that lead to either an industry recognized credential, postsecondary certificate of credit, diploma or associate's degree.

**MAJOR DUTIES**

- Develops and implements career and technical programs of study;
- Tracks data for dual, joint, Move On When Ready and articulated credit enrollees and graduates for completion/graduation from the technical college;
- Coordinates the development and implementation of dual, joint, Move On When Ready enrollment programs at college;
- Serves as primary point of contact for and collaborates with high school administrators, counselors, and staff to promote Career and Technical Education, dual enrollment, etc. between high schools within the service delivery area and the college;
- Maintains up-to-date written procedures for dual, joint, Move On When Ready enrollment;
- Coordinates articulation testing with local high schools within service delivery area;
- Coordinates with appropriate high school management and college management to finalize dual enrollment and articulation agreements within service delivery area;
- Coordinates with all appropriate personnel at high schools in service delivery area regarding the registration and withdrawal of students in dual enrollment program;
- Provides information to potential students and their parents on dual enrollment program offerings at the college to ensure they have adequate information to make informed decisions;
- Coordinates placement testing for dual, joint, Move On When Ready students;
- Coordinates with college personnel regarding placement testing, admissions, and financial aid to assure seamless enrollment of dual enrollment students to college;
- Coordinates between dual enrollment students and high schools when there is an issue regarding testing, registration, schedules, and/or grades;
- Assists in attaining text books for dual-enrolled students; to include coordinating book orders with campus bookstore and ensuring student accounts remain accurate, and delivering text books for dual-enrolled students;
- Serves as liaison with educational, industrial, and community partners to encourage cooperation and partnerships for dual enrollment within service delivery area;
- Coordinates efforts with college Director of Marketing to provide information on dual enrollment opportunities within service delivery area;
- Coordinates requests for articulation credit.
COMPETENCIES

• Knowledge of college’s admission and financial aid guidelines and procedures
• Knowledge and understanding of how high school and college calendars, registration, graduation requirements and schedules work together
• Skill in the operation of computers and job related software programs
• Decision making and problem solving skills
• Skill in interpersonal relations and in dealing with the public
• Oral and written communication skills

MINIMUM QUALIFICATIONS

• Bachelor’s degree *and* Two (2) years of work experience in a secondary or post secondary education environment

PREFERRED QUALIFICATIONS

Preferred qualifications may vary from location to location.