

**COLORADO NORTHWESTERN COMMUNITY COLLEGE  
JOB DESCRIPTION**

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**POSITION TITLE:** Director of Concurrent Enrollment

**DEPARTMENT:** Instruction

**REPORTS TO:** Vice President of Instruction

**FLSA:** Exempt \_\_\_\_\_ Non-Exempt \_\_\_\_\_

**DOCUMENT STATUS:** New/Date: 7/6/2018 Revision # \_\_\_\_\_ Date: \_\_\_\_\_

**TRAVEL:** Yes, there will be travel for this position.

**SICK LEAVE:** 10 hours per month      **ANNUAL LEAVE:** 15 hours per month

**COLLEGE-WIDE**  X  **CAMPUS:** \_\_\_\_\_ **RANGELY** \_\_\_\_\_ **CRAIG** \_\_\_\_\_

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**GENERAL SUMMARY**

Develop, implement, and manage effective concurrent enrollment initiatives. Work directly with campus and school district teams to serve students in ways that create and promote coherent pathways to postsecondary degree attainment or skilled level credentials and provide our 11 school district partners with concurrent enrollment services. Collaborate with campus student and academic affairs disciplines to provide consistent and excellent student-focused service, leadership, and support. Provide community and college-wide training on concurrent enrollment policy, procedure, practice, and promotion. Build new concurrent enrollment opportunities for school districts and for CNCC.

**PRIMARY DUTIES**

1. Collaborate with academic affairs, student affairs, and the business office to provide consistent and excellent partnership focused services, leadership, and support.
  - a. Create, maintain, and audit contracts with each of our Local Education Partners that are in compliance with CNCC, CCCS, CDE, and CDHE policy.
  - b. Develop, implement, and audit instructional support practices that encourage a community of instructors.
  - c. Develop, implement, and audit concurrent practices that provide equitable access to coursework for all students and all partners.
2. Direct programs for high school students at designated high schools and on both CNCC campuses, including:
  - a. Maintain and improve concurrent enrollment information pipeline to high school partners. Recruit and conduct presentations regarding Concurrent Enrollment opportunities to students, parents, and communities. Include focus on transfer-level and Career and Technical Education (CTE).
  - b. Maintain and increase pathways to credentials and degrees accessible to students while concurrently enrolled.
3. Collaborate with school district and College personnel to lead efforts to ensure appropriate assessment, accurate placement, intrusive advising, and ongoing support of concurrent enrollment students in a manner that enhances the likelihood of success.
  - a. Maintain and improve student admission and registration processes. Including conducting information sessions to assist qualified students and families with the admissions and registration processes.

- b. Administer Accuplacer testing at partner high schools, and on both CNCC campuses. Review and interpret the results of Accuplacer testing to advise students on appropriate course placement and academic planning.
  - c. Advise students on appropriate course selection and academic planning.
  - d. Develop and prepare registration paperwork and implement registration process. Ensure the completion of all required paperwork completion of registration process for qualified students. Includes a strong focus on maintaining electronic and paper records for all concurrent enrollment students.
  - e. Monitor student progress throughout courses.
  - f. Provide portal and login support for students.
4. Provide ongoing training for high school and college personnel in serving and matriculating students with concurrent enrollment.
    - a. Provide portal and login support for instructors.
    - b. Disseminate syllabi and content information to instructors.
    - c. Observe concurrent instructors and provide instructional feedback.
    - d. Lead, monitor, and audit the Concurrent Enrollment Instructor development plans and Peer Partner Development process.
  5. Maintain communication with CNCC's concurrent enrollment partner school districts and CNCC administration, including travel to partner high schools, often by personal vehicle.
  6. Develop and improve methods to gather performance data and provide reporting on metrics for the sake of improving effectiveness of concurrent enrollment.
  7. Keep accurate records and maintain up-to-date files.
  8. Attend all meetings appropriate to the assigned position, including participation in any relevant state level workgroups and taskforces.
  9. Perform other duties as assigned.

### **ESSENTIAL QUALIFICATIONS**

*This job requires any equivalent combination of knowledge, skills, abilities, education, and/or experience as indicated below:*

- 1. Education and Training:** Bachelor's degree from an accredited College or University in a relevant field, knowledge of best practices in concurrent enrollment, awareness and knowledge of legislation regarding concurrent enrollment, familiarity with NACEP standards
- 2. Prior Related Experience:** 3-5 years concurrent enrollment experience or work with high school students
- 3. Other Qualifications:** Ability to collaborate with education partners, strong organizational skills, ability to teach, advise, and mentor students, strong written and verbal communication skills, familiarity with Banner (preferred), familiarity with Microsoft Office (preferred).

### **APPLICATION INSTRUCTIONS**

All interested and qualified applicants are asked to submit a cover letter, resume and three letters of recommendation, along with a completed Colorado Northwestern Community College application for exempt employment, to [human.resources@cnc.edu](mailto:human.resources@cnc.edu) located at <https://www.cnc.edu/human-resources/employment-opportunities-2/>.

**Colorado Northwestern Community College is an Equal Opportunity Employer**



## ESSENTIAL FUNCTIONS

In an 8 hour workday, this job requires:

N/A = Not Applicable

R = Rarely (less than 1/2 hour per day)

O = Occasionally (1/2 - 2.5 hours per day)

F = Frequently (2.5 - 5.5 hours per day)

C = Continually (5.5 - 8 hours per day)

| Physical Requirements       | N<br>A | R | O | F | C | Describe any job duty that requires repetition or a unique application of the activity. |
|-----------------------------|--------|---|---|---|---|---|
| Sitting                     |        |   |   | X |   |   |
| Stationary Standing         |        |   |   | X |   |   |
| Walking                     |        |   | X |   |   |   |
| Ability to be Mobile        |        |   |   | X |   |   |
| Crouching (bend at knees)   |        |   | X |   |   |   |
| Kneeling/Crawling           | X      |   |   |   |   |   |
| Stooping (bend at waist)    |        |   | X |   |   |   |
| Twisting (knees/waist/neck) |        | X |   |   |   |   |
| Turn/Pivot                  |        |   | X |   |   |   |
| Climbing                    |        | X |   |   |   |   |
| Balancing                   |        | X |   |   |   |   |
| Reaching Overhead           |        |   | X |   |   |   |
| Reaching Extension          |        |   | X |   |   |   |
| Manual Dexterity            |        |   | X |   |   |   |
| Pushing/Pulling             |        |   | X |   |   |   |
| 1 - 10 lbs.                 |        |   | X |   |   |   |
| 11 - 20 lbs.                |        |   | X |   |   |   |
| 21 - 35 lbs.                |        | X |   |   |   |   |
| 36 - 50 lbs.                |        | X |   |   |   |   |
| 51 - 75 lbs.                | X      |   |   |   |   |   |
| 76 - 100 lbs.               | X      |   |   |   |   |   |
| Lifting/Carrying            |        |   |   |   |   |   |
| 1 - 10 lbs.                 |        |   | X |   |   |   |
| 11 - 20 lbs.                |        |   | X |   |   |   |
| 21 - 35 lbs.                |        | X |   |   |   |   |
| 36 - 50 lbs.                |        | X |   |   |   |   |
| 51 - 75 lbs.                | X      |   |   |   |   |   |
| 76 - 100 lbs.               | X      |   |   |   |   |   |

| <b>Other physical demands:</b>  |                |          |          |          |          |  |
|---|----------------|----------|----------|----------|----------|--|
| <b>Sensory Requirements</b>   | <b>N<br/>A</b> | <b>R</b> | <b>O</b> | <b>F</b> | <b>C</b> | <b>Describe any job duty that requires repetition or a unique application of the activity.</b> |
| Talking in Person   |                |          |          |          | X        |  |
| Talking on Telephone  |                |          |          | X        |          |  |
| Hearing in Person   |                |          |          |          | X        |  |
| Hearing on Telephone  |                |          |          | X        |          |  |
| Vision for close work   |                |          |          |          | X        |  |
| <b>Other Sensory Requirements</b>   |                |          |          |          |          |  |
| <b>Environmental Requirements</b>   | <b>N<br/>A</b> | <b>R</b> | <b>O</b> | <b>F</b> | <b>C</b> | <b>Comments</b>  |
| Safety requirements (i.e. clothing, safety equipment required, activities performed)                  |                | X        |          |          |          |  |
| Exposures (i.e. fumes, chemicals, vibrations, humidity, cold, heat, dust, noise, blood & body fluids) | X              |          |          |          |          |  |
| Operation of equipment, tools, vehicles   |                | X        |          |          |          |  |
| Required hygiene standards (food handling, clean, contaminated, and sterile equipment, etc.)          |                |          | X        |          |          |  |
| <b>Other environmental requirements:</b>  |                |          |          |          |          |  |

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This Job Description reflects Colorado Northwestern Community College’s best effort to describe the essential functions and essential qualifications of the job described. It is not an exhaustive statement of all the duties, responsibilities or qualifications of the job. This document is not intended to exclude an opportunity for modifications consistent with providing reasonable accommodation. This is not intended to be a contract. Your signature indicates you have read this Job Description and understand the essential functions and essential qualifications of the job.

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Employee Review: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Review: \_\_\_\_\_ Date: \_\_\_\_\_