

## Faculty Lead – Dual Enrollment (1.0 Reassigned Time)

# DRAFT

**Faculty Lead Position:** Dual Enrollment Faculty Lead

**Deadline to Apply:** XXXX, 2025

**Reassigned Time:** 1.0

**Term:** Spring 2026 – Spring 2027 (1.5 years)

### **SUMMARY DESCRIPTION:**

Under the guidance of the Vice President of Instruction or designee, the Faculty Lead serves as a primary academic liaison between college faculty, instructional divisions, and secondary school partners. Serving as a faculty liaison, the Faculty Lead fosters communication between college faculty, the Director, and K–12 partners to ensure alignment with academic and professional matters.

### **DESIRABLE QUALIFICATIONS:**

Demonstrated experience teaching college-level courses, preferably in a dual enrollment or early college setting.

Knowledge of dual enrollment policies, College and Career Access Pathways (CCAP) agreements, and K–12/college partnership frameworks.

Ability to represent the college professionally in district, regional, or statewide dual enrollment initiatives.

Commitment to advancing student success and equity through inclusive teaching and support strategies.

Strong communication and interpersonal skills to facilitate collaboration across departments and institutions.

## **REPRESENTATIVE DUTIES:**

- **Program Leadership and Coordination**
  - Serve as the primary faculty contact for dual enrollment instructors, providing academic guidance and support planning and scheduling dual enrollment courses that align with college pathways.
  - In collaboration with faculty from relevant academic areas, establish and maintain a menu of course offerings that support college and career pathways and meet the needs of partner high schools.
  - Collaborate with faculty, deans, and the Director of Secondary Educational Partnerships to maintain consistency of course standards and dual enrollment offerings.
- **Faculty Support and Mentorship**
  - Provide onboarding, mentorship, and ongoing professional support to faculty teaching dual enrollment courses.
  - Facilitate communication between the college and K–12 faculty regarding instructional expectations.
- **Student Success and Equity**
  - Promote strategies that support student retention, completion, and transition into postsecondary pathways.
  - Participate in meetings and activities that strengthen collaboration between the college and K–12 partners.
- **Professional Development and Outreach**
  - Assist in identifying faculty professional development needs related to dual enrollment instruction
  - Represent the college in district and regional meetings related to dual enrollment initiatives.

**If you are interested, please submit a letter of interest to Leticia Hector, Vice President of Instruction by XXXX, 2025.**

*Faculty Lead will be selected by the VPI in consultation with the Academic Senate President or designee.*

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