

**POSITION NOTICE
BIG SPRING SITE**

POSITION: DISTRICT DEAN OF HIGH SCHOOL PARTNERSHIPS #477

NOTE: OFFICIAL TRANSCRIPTS AS WELL AS ANY OTHER DOCUMENTS DISCLOSING CREDENTIALS PERTAINING TO THIS POSITION WILL BE REQUIRED. WILL BE SUBJECT TO A CRIMINAL BACKGROUND CHECK.

EXPERIENCE AND OTHER QUALIFICATIONS REQUIRED: Masters degree or specialized training required. Additional education will be recognized. Ten (10) years related experience preferred. Knowledge of TEA and THECB guidelines; experience developing pathways/programs of study for students; effective leadership and communication skills; experience working with school districts. Computer skills are essential.

DESCRIPTION OF JOB DUTIES: Provide leadership for dual credit and Rural Promise initiatives. This includes traveling to school districts across 13 counties. Work closely with Howard College and school district leaders on strategies and processes to improve productivity, efficiency, and continuous improvement related to enrollment, student support, and credential completion for dual credit and Rural Promise students. Implement and oversee dual credit advising services in coordination with Howard College student success departments. Assist students with the registration process (start to finish) as well as provide accurate course placement and degree information. For a complete list of job duties refer to the job description, available from Human Resources.

SALARY RANGE: \$66,564 - \$74,120

POSITION AVAILABLE: Immediately

TO APPLY: Complete online application at: <https://howardcollege.edu/careers/>

POSTED: July 15, 2024

It is the intent of the Howard County Junior College District not to discriminate nor tolerate discrimination or harassment against any legally protected category, class, characteristic, or on the basis of any other legally protected status in its employment policies, procedures, and processes to ensure employees and applicants are treated fairly and respectfully.