

**FLORIDA STATE COLLEGE AT JACKSONVILLE
JOB DESCRIPTION, 2025**

EXECUTIVE DIRECTOR OF DUAL ENROLLMENT & ARTICULATIONS

FLSA STATUS: EXEMPT – PAY GRADE: 27 – A

**JOB FAMILY: MANAGERIAL/SUPERVISORY – BUSINESS
JOB FUNCTION: MANAGERIAL/SUPERVISORY**

GENERAL STATEMENT OF JOB

The Executive Director of Dual Enrollment & Articulations leads the design, implementation, coordination, and maintenance of processes that support articulation programs across the College. This position places particular emphasis on dual enrollment articulations as an early access point, formal articulation agreements with higher education partners, and credit for prior learning programs.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

Provides collegewide leadership for Dual Enrollment in collaboration with public school districts, charter schools, private schools, and homeschool families.

Oversees, directs, and supervises assigned staff; provides mentorship and leadership; conducts performance evaluations; ensures that employees follow policies and procedures; approves leave requests and timesheets; and makes hiring, termination, and disciplinary recommendations. Ensures that staff are trained, provides coaching, and facilitates professional development opportunities.

Develops and provides leadership in grants pertaining to dual enrollment, including budget management, staffing, and data collection. Plans and manages assigned budgets and reports associated with the billing of tuition and textbooks.

Works collaboratively with FSCJ academic departments to provide AA and BCTE program options to dual enrollment students.

Provides collegewide leadership for articulations and associate programs. Develops and oversees mechanisms that award credit for prior learning and ensures they align with institutional policies.

Establishes and executes articulation agreements with secondary school districts, private schools, and homeschooling families in the College's service area, as well as with postsecondary partners in higher education.

Develops policies and procedures for the effective management of articulation-related programs and initiatives. Regularly evaluates existing policies and procedures, conducts research on alternative approaches, and collaborates with articulation partners to discuss and refine potential solutions.

Provides collegewide leadership in the staffing, credentialing, onboarding, evaluation, and professional development plans of secondary school dual enrollment faculty.

Establishes and maintains relationships that provide opportunities for articulation-driven programs, including early college and collegiate career academy programs, higher education partnerships, and credit for prior learning.

Designs and implements activities related to program review, assessment, and accreditation. Assists and supports the duties of the Associate Provosts, as needed, and provides leadership on assigned projects.

Creates a student-centric culture on campus/center that is positive and supportive.

Performs other related duties, as required

SUPERVISION RECEIVED

Supervision is received from the appropriate administrator.

SUPERVISION EXERCISED

Supervision is exercised over assigned staff.

MINIMUM QUALIFICATIONS

Bachelor's degree from a regionally accredited college or university and five (5) years of related experience and three (3) years of full-time college teaching, liberal arts, workforce development, or student services experience.

PREFERRED QUALIFICATIONS

Master's degree from a regionally accredited college or university and three (3) years of experience in higher education, preferably including administrative and/or administrative support duties.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of equipment including computers. Involves some physical effort, such as standing and walking, or frequent light lifting (5-10 pounds); or minimal dexterity in the use of fingers, limbs, or body in the operation of shop or office equipment. Tasks may involve extended periods of time at a keyboard. Some tasks may involve frequent walking, standing; some lifting and carrying objects of moderate weight (12-20 pounds); and/or the operation of vehicles, office, shop or hand tools in which manipulative skills and hand eye coordination are important ingredients of safe and/or productive operations.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural, or composite characteristics (whether similar to or divergent from obvious standards) of data, people or things.

Interpersonal Communication: Requires the ability to speak and/or signal people to convey or exchange information. Includes giving and receiving instructions, assignments and/or directions.

Language Ability: Requires the ability to read a variety of correspondence, reports, forms, tests, documents, etc. Requires the ability to prepare correspondence, reports, forms, records, files, requisitions, etc., using prescribed format. Requires the ability to communicate with a broad array of individuals from various professional backgrounds.

Intelligence: Requires the ability to apply rational systems to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; to interpret a variety of instructions furnished in written, oral, diagrammatic, or schedule form; to acquire knowledge of topics related to occupation.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Requires the ability to communicate effectively with co-workers, staff, students and the public.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract; multiply and divide; to determine decimals and percentages; to utilize college algebra and descriptive statistics.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape, and visually read various information.

Motor Coordination: Requires the ability to coordinate hands and eyes rapidly and accurately in operating modern office equipment and machinery.

Manual Dexterity: Requires the ability to handle a variety of office machines, etc. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: May not require the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress, imposed by frequent deadlines, peak workload or public/student contact.

Physical Communication: Requires the ability to talk and hear: (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear). Must be able to communicate via telephone.

Environmental Requirements: Tasks are regularly performed without exposure to adverse environmental conditions.

Effective: 7/2018

Revised: 06/17/25