



OAKLAND MILITARY INSTITUTE COLLEGE PREPARATORY ACADEMY

3877 Lusk Street | Oakland, CA 94608 | 510 594 3900 | oakmil.org

Job Description: Director of Dual Enrollment and College Pathways

Certificated Management

Work Year - 260 Days

SUMMARY DEFINITION

Under the direction of the Superintendent, develop and maintain defined expectations regarding Dual Enrollment and College Pathways across OMI's 6th-12th grade program. Manage and direct staff members to ensure that the necessary planning for multi-institutional, higher educational, and careers meeting the needs of cadets; foster strong relationships between internal and external stakeholders. Oversee instructional staff, data management, external partners and parent/community engagement . Coordinate professional learning; identify needed refinements, dual enrollment and pathway practices; and direct the implementation of new initiatives to meet state and federal requirements in support of all cadets.

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ESSENTIAL DUTIES/ RESPONSIBILITIES

1. Represent the OMI Board and interpret its policies in the school and the community.
2. Work with teachers and staff to develop and implement a shared dual enrollment and career pathway process
3. Assume responsibility for the administration of areas pertaining to dual enrollment and career pathways development and implementation



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4. Provide instructional leadership through the supervision and evaluation of personnel concerned with DE and CP programs such as teachers, counselors, instructional advisors, specialists and other assigned staff.
5. Promote professional growth of staff through such activities as in-service training, conferences, and graduate work.
6. Oversee the management of state and federal data reporting for OMI DE and CP.
7. Develop, plan and coordinate parent/community school events, including publicizing the Governors Baccalaureate Degree and OMI careers initiatives.
8. Supervise extracurricular activities as needed.
9. Participate actively in professional associations at the local, state and national level.
10. Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

1. Principles and practices of supporting a DE academic and work environment
2. Higher Education and K-12 Dual Enrollment regulations and guidelines
3. Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures relevant to assigned programs, projects, and operations of DE and CP
4. Best practices in addressing educational disparities among various student groups, especially instructional interventions based on the specific orientation and backgrounds of a diverse group of students
5. Administrative principles and practices, including goal setting, program development, implementation, and evaluation, and project management
6. Principles and practices of public agency budget development and administration and sound financial management policies and procedures
7. Principles and practices of employee supervision, including work planning, assignment, review and evaluation, and the training of staff in work procedures
8. Principles and procedures for the development and implementation of program review, curriculum standards and instructional programs, services, plans, strategies, processes, systems, projects, courses, goals, and objectives
9. Principles and procedures of record keeping, technical report writing, and preparation of reports, correspondence, and presentations
10. Effective communication, mentoring, coaching, and conflict resolution strategies
11. Operations of educational systems, including K-12 and 4-year universities



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12. Techniques for effectively representing OMI in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations
13. Techniques for providing a high level of customer service by effectively interacting with the public, vendors, students, and staff, including individuals of various ages, disabilities, various socio-economic and ethnic groups.

EXPERIENCE AND EDUCATION

Any combination of experience and training that would likely provide the required knowledge and skill is qualifying. A typical way to obtain the required knowledge and skill would be:

- A minimum of five (5) years of administrative experience as a school leader (strongly desired).
- Professional administrative credential and/or master's degree in education, business administration, public administration or equivalent (strongly desired).
- Extensive academic knowledge and/or hands on experience with academics with/in charter schools (strongly desired).
- Knowledge of Dual Enrollment, CTE/Pathways Development, and Workforce and Careers Engagement.(strongly desired).

At least five years' experience in the education field, preferably in the following format:

- teaching or administering in a low socioeconomic school with demonstrated exemplary results in measurable student achievement.
- leadership (teacher or administrative) in a low socioeconomic school with demonstrated exemplary results.

OTHER REQUIREMENTS

Physical Requirements: Consistent mental alertness; sitting or standing for extended periods of time; lifting, carrying, pushing, and pulling objects up to 30 pounds, occasionally 30+ pounds; bending and twisting at the waist; reaching overhead, above the shoulders and horizontally; dexterity of both hands and fingers while performing duties; seeing to read, write and use the computer; hearing and speaking to exchange information in person or on the telephone and to make presentations.

Personal Qualities: Appearance, grooming and personality that establish a desirable example for students.



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