

DUAL ENROLLMENT COORDINATOR

SPRING 2024 through FALL 2025

THREE (3) POSITIONS AVAILABLE

I. SCOPE OF ASSIGNMENT

The Dual Enrollment program is designed to increase college attendance, reduce barriers for our most vulnerable high school students, and provide direct collegiate instruction during the day. Dual Enrollment Coordinators will be assigned to one of three public high school feeder districts: Coachella Valley, Desert Sands, or Palm Springs.

Responsibilities for this position includes the following:

- Coordinate with the dean and chair to recruit, onboard, and coordinate training for new dual enrollment faculty.
- Provide orientation and ongoing support to CCAP and concurrent enrollment faculty throughout the term.
- Work with Faculty Professional Development committee to arrange training activities for CCAP and concurrent enrollment faculty.
- Collaborate with other leads to develop and implement training and support materials for the co-teaching model (Fall training/Spring implementation).
- Work with faculty on curricular and pedagogical strategies to support teaching partners at the high school and the college.
- Assist faculty in developing effective course design, assignments, and assessment strategies in the K12 environment.
- Create informational and training materials as needed (FAQ sheet, Canvas Shell, Protocol/Information, etc.).
- Work with the District to identify tools and resources to further the effort.

II. QUALIFICATIONS

A. Minimum qualifications

- Tenured Full-Time College of the Desert faculty member
- Ability to accomplish organizational/operational duties in a timely manner

B. Desired Qualifications

Completed ACUE Training

III. CONDITIONS OF ASSIGNMENT

- Initial appointment to assignment is January 2025 – May 2025
- Renewable for up to three (3) additional semesters
- 3 SIU reassign time and \$800 stipend per month. SIU reassign time will only apply to Spring and Fall load. Stipend will be reevaluated at the conclusion of Fall 2025. Any work completed during Summer will be compensated at current lab rate.

IV. APPLICATION PROCEDURE

- A. Interested faculty will need to apply to posting by deadline.
- B. The District shall make the final approval

For the District:



Diana Galindo

Vice President, Human Resources and
Employee Relations

For the Association:



Oceana Collins (Nov 15, 2024 13:48 PST)

Oceana Collins

President, College of the Desert
Faculty Association