

**Program Director, Early College**  
**Bakersfield College**  
**Kern Community College District**  
**JOB DESCRIPTION**

## **Definition**

Under the supervision of the Director, Outreach or assigned supervisor, the Program Director, Early College provides leadership and oversight to administer, enhance, and expand the dual enrollment and early college program in accord with established guidelines. The Program Director shall build relationships with area high schools to increase dual and concurrent enrollment by assessing the needs of students and school districts and partner with deans, department chairs, and faculty to provide courses in response to those needs; implementing marketing and promotion strategies to ensure participation; and providing admission and registration support services at off-campus sites.

## **Examples of Duties**

1. Manage and provide vision and expertise for concurrent and dual enrollment programs, course articulation agreements, and early college initiatives to the campus, local schools, and community groups. Conduct needs assessment specific to dual enrollment, concurrent enrollment, and early college programs in collaboration with local educational and governmental agencies, businesses, and community service groups.
2. Develop, implement, and assess processes and strategies to support the growth, development, marketing, and administration of Early College, including the development and dissemination of guidelines for instructors, schools, students, and academic departments, initiating formal agreements with schools, recommending policy and procedural changes, coordinating with academic departments at the College, solving problems, and responding to constituencies in a timely manner.
3. Establish and maintain relationships with the local independent school districts and community partners; develops relationships within and outside the college to develop and sustain student recruitment and outreach partnerships.
4. Develop and implement orientations and meetings for new instructors, facilitators, students, and parents.
5. Develop and manage recruitment efforts with student services, academic departments, and Marketing & Public Relations. Ensure planning and implementation of recruitment strategies to meet the College's enrollment goals.

### (Example of Duties)

6. Produce comprehensive reports, summaries, and evaluations related to all Early College outreach activities.
7. Plan, organize, and direct the activities of all appropriate service operations, and allocate personnel and resources to optimize departmental efficiency and effectiveness.
8. Hire, train, schedule, supervise, and evaluate the work performance of assigned personnel.
9. Plans, organizes, implements, and administers the department and staff through subordinate managers and supervisors.
10. Participate in the preparation, submission, and monitoring of the assigned area annual budget.
11. Coordinate with other campus departments to meet the instructional and student support needs of dual enrollment, concurrent enrollment, and early college programs, within a participatory governance environment.
12. Advance student equity, diversity, and inclusion through educational program planning and implementation.
13. Ensure adherence to all applicable district, Fiscal Agent, and Chancellor's Office requirements; oversee preparation and submission of required reports to the CCCCCO.
14. Perform other position-related activities as assigned.

### **Qualifications**

- Master's degree from an accredited educational institution and three years of related experience, including at least one year of leadership experience reasonably related to the administrative assignment.  
OR
- Bachelor's degree from an accredited educational institution and four years of related experience, including at least one year of leadership experience reasonably related to the administrative assignment.
- Demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, ethnic, and disability backgrounds of community college students and employees.

## Knowledge and Abilities

Knowledge of:

- State and Federal codes, statutes and regulations that govern California Community Colleges.
- Pertinent sections of Title 5 of the California Code of Regulations pertaining to student developmental, curriculum and institutional services.
- Pertinent sections of California Education Code.
- California State Chancellor's Office (Systems Office) legal opinions and advisories.
- Federal regulations pertaining to the Family Educational Rights and Protection Act.
- Principles and practices of supervision, training, and evaluation.
- Budgeting and fiscal reporting.
- Interpersonal skills using tact, patience, and courtesy.

Ability to:

- Demonstrate leadership abilities.
- Ability to envision and effectively organize and supervise the day-to-day operation of the assigned area.
- Develop, implement, and assess program goals and outcomes.
- Understand, communicate, and explain college programs and procedures.
- Work independently and with initiative while creating new programs and opportunities.
- Plan and organize work. Prioritize and schedule work; train and provide work directions to others.
- Maintain records and prepare reports and procedural documentation.
- Communicate effectively both orally and in writing.
- Represent the college in a professional manner.
- Demonstrate sensitivity to, and understanding of the diverse academic, socioeconomic, cultural, and ethnic background of community college students and personnel, including those with physical or learning disabilities.

## Working Conditions

Environment: Office

Physical Demands: Incorporated within one (1) or more of the previously mentioned essential functions of this job description are essential physical requirements. The ratings in the chart below indicate the percentage of time spent on each of the essential physical requirements.

Seldom—Less than 25 percent = 1

Occasional—25-50 percent = 2

Often—51-75 percent = 3

Very Frequent—76 percent and above = 4

Working Conditions (continued)

<b>Ratings</b>	<b>Essential Physical Requirements</b>
4	Ability to work at a desk, conference table or in meetings of various configurations.
2	Ability to stand for extended periods of time.
4	Ability to sit for extended periods of time.
3	Ability to see for purposes of reading printed matter.
3	Ability to hear and understand speech at normal levels.
4	Ability to communicate so others will be able to clearly understand a normal conversation.
1	Ability to lift 10 pounds.
1	Ability to carry 10 pounds.
3	Ability to operate office equipment.

**Status/Rationale**

This is a classified administrator position.

**Signatures/Approval**

\_\_\_\_\_  
(Employee's Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Supervisor's Signature)

\_\_\_\_\_  
(Date)

12/16/2025