

**Professional Development Opportunity**  
**San Diego Miramar College**  
**Dual Enrollment and CCAP (College and Career Access Pathways) Coordinator**  
Fall 2023-Spring 2024

A professional development opportunity of Dual Enrollment and CCAP Coordinator is now open to Contract and Adjunct faculty members at San Diego Miramar College. The Dual Enrollment and CCAP Coordinator position reports to the Vice President of Instruction designee (Dean of Liberal Arts is willing to serve in the capacity) and includes 0.40 FTEF reassigned time position.

Since Fall 2023 is underway, non-classroom hourly project hours will be available up to the allowable, maximum FTEF. Spring 2024 will be the 40% reassigned time, which equates to 16 hours a week.

The CCAP Coordinator will facilitate activities related to the CCAP enrollment program at local high school campuses. This position will also plan and implement dual enrollment procedures to streamline processes, interact with college deans, chairs and department schedulers, CTE team at SDUSD, staff from SDCCD District Offices, and personnel from multiple high schools.

**Detailed Responsibilities**

1. Support CCAP faculty through:
  - a. Regular communication of key information needed for success throughout the semester
  - b. Creating key connections among faculty and with staff at the high schools
  - c. Provide guidance to CCAP faculty and assist with their student concerns
  - d. Facilitate professional learning opportunities for CCAP faculty
  - e. Create a series of professional learning opportunities to coach faculty toward the success in the high schools
  - f. Revamp CCAP Canvas shell for faculty, provide regular updates of resources
  - g. Hold a pre-semester flex activity to prepare faculty and that covers information specific to teaching in high school; orientation presentation
  - h. Provide monthly meetings and/or office hours for faculty to share ideas and support one another
  - i. Develop a plan to incentivize faculty who do not want to teach a dual enrollment course and limit the number of asynchronous offerings
  - j. Engage and participate in intentional meetings with principals and liaisons each semester or periodically to strategize course planning
  - k. Facilitate discussions on pathways relevant for each site with our programs
  - l. Expand outreach across campus for faculty support
  - m. Attend regional meetings and conferences to connect and learn about strategies to enhance program
  - n. Assistance with ensuring faculty complete the process for ordering textbooks and materials
  - o. Ensure continuous support for dual-enrolled students

2. Coordinate efforts with various campus departments to guide, assist, monitor, and ensure seamless scheduling. Serve as a liaison between partnering school site administrators and college department schedulers. Assists in the negotiation of the number of course offerings, days, times, and modalities, course offerings
3. Track and maintain accurate records of schedule requests from 5 high schools across multiple disciplines and 1 charter school system. Share regular updates as the schedule is being developed to all parties.
4. Connect with key contacts at SDUSD multiple times per week to manage unplanned issues as they arise, including but not limited to:
  - a. Scheduling conflicts and changes
  - b. Staffing concerns
  - c. Textbook and materials orders
  - d. Workflow matters
  - e. Enrollment issues
5. Meeting Requirements
  - a. Weekly meeting with Miramar's CCAP team for collaboration across members
  - b. Monthly joint meetings with Miramar and the team from SDUSD
  - c. Monthly joint meetings with Mesa, City, Miramar, SDUSD District Office and SDUSD
  - d. Annual meeting with each Principal/Liaison team to plan pathways for the following school year
6. Present program gains and opportunities for growth at partner events such as the Principal's Breakfast, Regional CCAP events, and SDUSD Parent Nights
7. Work and collaborate closely with the Dean of Enrollment Services for student services related support

Application Process:

1. Electronically submit a resume and letter of interest to Dean Lou Ascione ([lascione@sdccd.edu](mailto:lascione@sdccd.edu)), Dean Sonny Nguyen ([tvnguyen@sdccd.edu](mailto:tvnguyen@sdccd.edu)), and Academic Senate president Pablo Martin ([pmartin@sdccd.edu](mailto:pmartin@sdccd.edu)) by October 18, 2023. The letter should contain the following information: (a) relevant professional experience, and (b) reasons for interest in the position.
2. Interviews will take place the week of October 23, 2023.
3. Selected candidate will be notified the week of October 30, 2023.
4. If you have questions, please contact either Dean Ascione or Dean Nguyen.

Selection Procedure:

The Dean of Liberal Arts, Dean of Enrollment Services, and the Academic Senate president will review the application materials, interview the best qualified candidates, and recommend one or more finalists to the College president via the Vice President of Instruction. The president will make the final selection, and the successful candidate will be notified by October 30, 2023.