

Richland One Middle College, South Carolina  
Classification Description

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Job Title: Dual Enrollment Support Specialist

FLSA: Exempt

190 days

Salary Range: \$50,100.00 - \$91,143.00

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General Statement of Job

Under limited supervision, a dual enrollment support specialist helps high school students successfully navigate college courses taken for credit while still enrolled in high school. They provide academic and behavioral support, coordinate with professors and the high school, and manage enrollment processes. This role requires strong communication, organizational, and advising skills, as well as knowledge of academic policies. plans and presents innovative, developmentally appropriate opportunities for students to learn subject matter and skills that will contribute to the development of students' academic abilities. In collaboration with the school counseling and curriculum department, this individual implements and monitors interventions related to MTSS (multi-tiered system of support) and school attendance policies. Reports to the assigned Principal.

Minimum Requirements

Requires a valid South Carolina teaching certificate or eligibility for South Carolina teaching certificate in the appropriate certified area. Experience working with children in an educational setting is desirable. Experience implementing intervention and remediation programs and/or strategies is preferred.

Specific Duties and Responsibilities

Essential Functions:

- Assists students with academic challenges, monitoring attendance, and providing interventions to ensure success in college courses.
- Works with high school counselors, college professors, and parents to facilitate a smooth dual enrollment experience.
- Manages student applications, registrations, and ensures compliance with academic policies and procedures.
- Provides guidance to students on course selection, degree planning, and career exploration related to their dual enrollment experience.
- Monitors student progress, identifies potential barriers to success, and implements strategies to help students thrive in both high school and college environments.

- Attends professional development facilitated by curriculum consultants, program vendors, and/or community partners.
- Plans a program of study that meets the needs, interests and abilities of students.
- Employs a variety of instructional techniques and media consistent with the physical limitations of the location provided and the needs and capabilities of students involved.
- Assesses the accomplishments of students on a regular basis and provides progress reports as required.
- Reports suspected learning and other disabilities to District specialist(s) as appropriate.
- Maintains accurate, complete and up-to-date records as required by law, District policy and administrative regulation.
- Assists the school administration in implementing all policies and rules governing student life and conduct; develops reasonable rules of classroom behavior and procedure and maintains order in the classroom in a fair and just manner.
- Monitors the activities/behavior of the student body as scheduled to ensure student safety and well-being.
- Assists individual students in need of special attention.
- Supervises the work of teaching assistants and/or volunteers.
- Maintains positive relationships with parents; schedules and conducts parent-teacher conferences; facilitates parent education workshops and conducts home visits as necessary.
- Coordinates and/or participates in special programs, projects or events as required; serves as adviser to student organizations, staffs and committees as appropriate.
- Attends staff meetings and serves on various staff committees as required.
- Participates in staff in-service training and continuing education as required.
- Operates various types of machinery and equipment including a computer, printer, copier, laminating machine, fax machine, audio-visual equipment, tape player, various curriculum-specific equipment or instruments, etc.

#### Additional Duties:

- May provide remedial assistance to individuals, small groups or entire classes of students as scheduled during or after regular school hours.
- Maintains a clean and orderly work environment.
- Performs related duties as required

#### Minimum Qualifications and Standards Required

##### Physical Requirements:

Tasks involve the ability to exert very moderate physical effort in light work, typically involving some combination of remaining standing for extended periods of time, writing on a chalkboard, stooping,

kneeling and crouching, and some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12 to 20 pounds).

**Data Conception:**

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

**Interpersonal Communication:**

Requires the ability of speaking and/or signaling people to convey or exchange information. Includes receiving assignments and/or directions from supervisors and lecturing / giving instruction and/or assignments to students and assistants.

**Language Ability:**

Requires the ability to read a variety of policy and procedure manuals, curriculum materials, texts, computer manuals, etc. Requires the ability to enter data into computer and prepare reports, records, teaching materials, correspondence, etc., with proper format, punctuation, spelling and grammar, using all parts of speech. Must be able to speak with poise, voice control and confidence and to articulate information to others.

**Intelligence:**

Requires the ability to apply principles of 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 oral, written, diagrammatic or schedule form. Requires the ability to use influence systems in classroom teaching and the supervision of assistants and students. Requires the ability to make independent judgments in the absence of supervisor; to acquire knowledge of topics related to primary occupation. Must have the ability to comprehend and interpret received information and the ability to comprehend and implement basic office machinery functions.

**Verbal Aptitude:**

Requires the ability to record and deliver information, to explain procedures, to follow and give oral and written instructions; to counsel and teach students. Must be able to communicate effectively and efficiently with people of varying ages and educational/cultural backgrounds and using the terminology applicable to the subject area(s) taught.

**Numerical Aptitude:**

Requires the ability to add and subtract totals, to multiply and divide, to determine percentages and decimals, to determine time. Must be able to use practical applications of fractions, percentages, ratio and proportion.

**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 using automated office

equipment and communications machinery.

**Manual Dexterity:**

Requires the ability to handle a variety of items including computer keyboards, office equipment, control knobs, switches, etc. Must have minimal levels of eye/hand/foot coordination.

**Color Discrimination:**

Does 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 minimal levels of stress when confronted with an emergency or tight deadline. The worker may be subject to danger or risk to a slight degree, or to tension as a regular, consistent part of the job.

**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 hear and understand communications through a telephone.

**Performance Evaluation Criteria**

**Knowledge of Job:**

Is knowledgeable in the methods, policies and procedures of the Richland County School District One and Richland One Middle College pertaining to specific duties of the Teacher. Is knowledgeable in the laws, ordinances, standards and regulations pertaining to the specific duties and responsibilities of the position. Has knowledge of the organization of the department and of related departments and agencies. Has the ability to comprehend, interpret and apply regulations, procedures and related information. Has thorough knowledge of the subject area(s) assigned to teach; has skill in the interpretation of subject matter to the intellectual level of students taught. Is able to create and present innovative, effective, developmentally appropriate courses and lesson plans. Has knowledge of the characteristics of the age group assigned. Is able to establish and maintain positive relationships and work effectively with adults and students. Is able to supervise, guide and support students with patience and kindness. Is able to motivate students to participate in educational and extracurricular activities. Is able to recognize signs of learning, physical, mental and social disabilities and take appropriate action. Is able to provide assistance, support and/or skills development opportunities to parents as required. Is able to perform job tasks professionally in an environment where discrimination and other public issues are constant concerns. Has knowledge of and is able to use modern office practices and equipment, including computers. Has knowledge of proper English usage, vocabulary, punctuation and spelling; has the mathematical ability to handle required calculations. Is skilled in applying responsible attention to detail as necessary in preparing records, reports and correspondence. Can read and interpret various materials pertaining to the responsibilities of the job. Can take the initiative to complete the duties of the position without the need of direct supervision. Can use independent judgment in performing tasks. Has the ability to plan, organize and prioritize daily assignments and work activities. Can offer assistance to fellow employees as necessary. Knows how to maintain effective relationships with co-workers, personnel of other departments, parents, students and members of the public

through contact and cooperation. Has knowledge of the occupational hazards and safety precautions of the industry. Knows how to react calmly and quickly in emergency situations. Has the ability to learn and utilize new skills and information to improve job performance and efficiency.

#### Quality of Work:

Maintains high standards of accuracy in exercising duties and responsibilities. Exercises immediate remedial action to correct any quality deficiencies that occur in areas of responsibility. Maintains high quality communication and interaction with internal and external entities with whom the position interacts.

#### Quantity of Work:

Performs described Essential Functions and related assignments efficiently and effectively in order to produce quantity of work which consistently meets established standards and expectations.

#### Dependability:

Assumes responsibility for completing assigned work. Completes assigned work within deadlines in accordance with directives, policy, standards and prescribed procedures. Maintains accountability for assigned responsibilities in the technical, human and conceptual areas.

#### Attendance:

Attends and remains at work regularly and adheres to policies and procedures regarding absenteeism and tardiness. Provides adequate notice to higher management with respect to vacation time and leave requests.

#### Initiative and Enthusiasm:

Maintains an enthusiastic, self-reliant and self-starting approach to meet job responsibilities and accountabilities. Strives to anticipate work to be accomplished, and initiates proper and acceptable action for the completion of work with a minimum of supervision and instruction.

#### Judgment:

Exercises analytical judgment in areas of responsibility. Identifies issues or situations as they occur and specifies decision objectives. Identifies or assists in identifying alternative solutions to issues or situations. Implements decisions in accordance with prescribed and effective policies and procedures and with a minimum of errors. Seeks expert or experienced advice where appropriate and researches issues, situations and alternatives before exercising judgment.

#### Cooperation:

Accepts supervisory instruction and direction and strives to meet the goals and objectives of same. Questions such instruction and direction when clarification of results or consequences are justified, i.e., poor communications, variance with established policies or procedures, etc. Offers suggestions and recommendations to encourage and improve cooperation intra- and inter-departmentally.

#### Relationships with Others:

Shares knowledge with managers, supervisors and co-workers for mutual benefit. Contributes to maintaining high morale among all employees. Develops and maintains cooperative and

courteous relationships inter- and intra-departmentally, and with external entities with whom the position interacts. Tactfully and effectively handles requests, suggestions and complaints in order to establish and maintain goodwill. Emphasizes the importance of maintaining a positive image.

#### Coordination of Work:

Plans and organizes daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology. Avoids duplication of effort. Estimates expected time of completion of work elements and establishes a personal schedule accordingly. Attends required meetings, planning sessions and discussions on time. Implements work activity in accordance with priorities and estimated schedules.

#### Safety and Housekeeping:

Adheres to all established safety and housekeeping standards. Ensures such standards are not violated.