

PANOLA COLLEGE JOB DESCRIPTION

JOB TITLE:	Pathway and Credit for Prior Learning (CPL) Design Coordinator	FLSA status:	Exempt
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DEPARTMENT:	Instruction	REPORTS TO:	Vice President of Instruction
CONTRACT TERM:	This is a full-time, grant-funded position ending August 31, 2026		

Position summary: Panola College seeks a dynamic and organized professional to serve as the Pathway and CPL Design Coordinator for a fifteen-month grant-funded project aimed at developing and implementing an articulated CE-to-credit pathway and institution-wide CPL model. This position is responsible for coordinating strategic planning, managing stakeholder engagement, facilitating policy development, and ensuring the timely completion of all grant milestones and deliverables.

Position responsibilities:

- Lead all planning and development activities associated with the CE-to-credit pathway and CPL framework.
- Collaborate with technical assistance provider to refine strategies and align implementation with statewide best practices.
- Develop and maintain a comprehensive implementation work plan, including timelines, responsibilities, and progress tracking.
- Coordinate meetings with internal stakeholders, industry partners, and school district representatives to validate pathway design, competencies, and experiential learning opportunities.
- Design a comprehensive CPL model and CEU-to-SCH conversion plan, including rubrics, assessment tools, and transcript guidelines.
- Coordinate pilot testing of credit evaluations and lead policy development for CPL integration across academic and workforce programs.
- Develop stackable credential program maps (Occupational Skills Awards, Certificates, AAS degrees) with clear transition points from CE to credit.
- Draft an enrollment management policy, advising plan, and tuition/fee structure to support CE, credit, and dual credit students.
- Collaborate with registrar, financial aid, and academic divisions to integrate CE-to-credit transitions and CPL awards into institutional systems.
- Create plans for faculty recruitment, equipment acquisition, facilities usage/renovation, and instructional support aligned with pathway needs.
- Develop and implement a CBM data reporting plan to ensure accurate state reporting and compliance.

Minimum Position Requirements

- Bachelor's degree required
- Minimum three years of experience in academic or workforce program coordination, credit for prior learning, or curriculum development.
- Strong organizational and communication skills with the ability to lead cross-functional teams and facilitate diverse stakeholder engagement.
- Familiarity with Texas community college systems, continuing education programs, and adult learner needs.
- Demonstrated experience managing grants, timelines, or policy development preferred.

Knowledge, Skills, and Abilities Required

- Strong interpersonal and communication skills with subordinates, peers, supervisors, and students.
- Ability to foster a cooperative work environment.
- Strong computer skills, including Google Workspace Applications and Microsoft Office Suite Programs (Word, Excel, and PowerPoint).
- Strong organizational and clerical skills, including typing, filing, organizing, etc., and a strong knowledge of computerized information systems.
- Ability to work with a diverse team in a fast-paced environment.

- Maintain professional competence in the areas of responsibility.

Physical Demands and Work Environments:

- Work is normally performed in a typical interior/office environment.
- No or very limited physical effort required; however, the employee must occasionally lift and/or move up to 50 pounds.
- No or very limited exposure to physical risk.