



Job Description

Job Title: Administrator – Evening Programs

JTC: AQJ

Salary Range: E01

FLSA: Exempt

Since 1965, we have served more than 3 million students. Dallas County Community College District (DCCCD) is one of the largest community college systems in the state of Texas, which includes seven independently accredited colleges located around the Dallas/Fort Worth area.

POSITION SUMMARY

Directs the planning, development, organization, management, and direction of an organization and complies with DCCCD policies and procedures, state and federal laws, codes, and regulations.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Experience directing the day-to-day functions and activities of an organization to meet and exceed the organizational goals. The ability to development, and implementation of the overall planning strategies, policies and operational practices of the organization.

Capable of assessing situations to determine the importance, urgency, and risks, and make clear decisions which are timely and in the best interests of the organization/program. Must have leadership skills including motivation, supervision, delegation, planning and assessment, ability to train and mentor faculty, students, and staff.

Knowledge and experience leading projects and assignments as they apply to the organization and ensures they are completed on time and within the allocated budget. Ability to interpret and applies policy and procedures to maintain consistency and compliance in the assigned areas.

Ability to establish and maintain positive working relationships with both internal and external colleagues, to achieve the goals of the organization. The ability to represent the organization to key stakeholders and business partners by participating in various committees and meetings. Proficient in developing solutions to new or highly complex problems that cannot be solved using existing methods.

Demonstrates interpersonal, organizational, oral and written communication skills to engage effectively with students, faculty, other campuses and organizations as well as individuals from diverse multicultural backgrounds. Excellent customer service experience.

PHYSICAL REQUIREMENTS

Normal physical job functions performed within a standard office environment. Reasonable accommodations may be made to individuals with physical challenges to perform the essential duties and responsibilities.

MINIMUM KNOWLEDGE AND EXPERIENCE

Master's degree or higher in related field plus two (2) years of experience in community college environment including teaching and supervisory experience. Official transcripts required. ***Will be subject to a criminal background check. Some positions may be subject to a fingerprint check. ***

ESSENTIAL DUTIES AND RESPONSIBILITIES

Administers, manages and coordinates the adjunct office and evening and weekend administration. Directs and coordinates curriculum development and curriculum management under the direction of the Vice President of Leadership. Manages and coordinates the instructional program review process. Knowledge and experience teaching higher education, including the curriculum, assessment, and adjunct hiring and training.

Oversees multiple, diverse projects and instructional areas simultaneously including; Adjunct Office, Evening/Weekend Administrations, Instructional Program Review, Computer Learning Centers and Service Learning Program. Demonstrated ability to prioritize projects and tasks and organize and manages all service areas.

Collaborates with cross-functional departments to serve all stakeholders, while maintaining a good working relationship. Effectively works with campus police resolving emergency issues of a varied nature; notifies emergency agencies and departments as appropriate and senior leadership to ensure business continuity.

Manages and coordinates the evening and weekend administration in the absence of the administrators. Assists adjuncts, staff and administrators on safety, classroom management, de-escalation strategies, and escalation procedures. Assists faculty to analyze data, perform environmental scanning and benchmarking and align program curriculum and objectives to produce desired results within legislative guidelines.

Develops and maintains several operational and learning handbooks, and provides online solutions, including the CVC Curriculum Handbook, Instructional Program Review Handbook, and the Adjunct Newsletter. Must have solid listening, oral and written communications to communicate with a diverse array of stakeholders and constituents within the DCCCD community network.

Supervises approximately 2-5 employees. Responsible for managing a budget of approximately \$250,000 dollars for school-related expenditures.

Performs other duties as assigned.

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job and shall not be construed as a declaration of the total of the specific duties and responsibilities of any particular position. Incumbents may be directed to perform job-related tasks other than those specifically presented in this description. Position requires regular and predictable attendance.