



Job Description

Job Title: Instructional Dean/Instructional Division Chair

JTC: A67

Salary Range: E04

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

Responsible for the overall planning, staffing, budgeting and the supervision of full-time and part-time personnel for an instructional division.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Ability to utilize computer technology to access data, maintain records, generate reports and communicate with others.

Demonstrated teaching competency in one of the disciplines offered by the division; excellent organizational, management and interpersonal skills.

Advanced communication skills to interact with individuals from diverse backgrounds. The ability to provide quality customer service.

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 required plus three (3) years of college teaching and/or administrative experience or a combination of both. Official transcripts are required. ***Will be subject to a criminal background check. Some positions may be subject to a fingerprint check. ***

ESSENTIAL DUTIES AND RESPONSIBILITIES

Responsible for the supervision of the division instructional programs, including the development of new programs, curricula, syllabi, teaching assignments, room assignments and the evaluation of the effectiveness of new and existing courses and instructors.

Participates in the selection of full-time faculty through the recruitment, interview and recommendation process. Responsible for the supervision and evaluation of all full-time/part-time faculty and non-contractual staff members assigned to the division. Develops and administers the division budget within the allocated amounts.

Coordinates or schedules semester course offerings, participates in registration process, provides academic counseling for students and coordinates textbook selection/order process. Contributes to or



performs research and develops reports summarizing division activity and projecting data related to contact hours, student population, career/business/industry needs, etc.

Facilitates problem solving for faculty members, staff and students as required. May perform outside recruiting and facilitate contract instruction to business and industry to meet objectives of external funding agencies.

May instruct classes in division discipline. May arrange for substitutes or conduct classes for ill/absent instructors. May review, approve and administer grants. Must complete required DCCCD Professional Development training hours per academic year. Must have solid listening, oral and written communications to communicate with a diverse array of stakeholders and constituents within the DCCCD community network.

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.