



Job Description

Job Title: Faculty Association President

JTC: AFX

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

Full-time faculty member in a college location, as elected by the faculty staff members, responsible for representing the entire campus faculty employee body. Responsible for serving on committees and/or councils, attending monthly meetings, gathering and disseminating information, attending and supporting District initiatives, meeting with campus administration, attending board meetings, and perform any other duties necessary as a representative of the location's faculty staff body.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

The knowledge and skills needed to create a learning environment that is enriched with diverse environment, views and individuals. Ability to develop a strategic plan that includes policies and programs, creation and implementation of strategies and recognizes modification for improvement.

The ability to analyze and evaluate instructional programs to meet the future needs of the students, community and employer requirements, and advocates changes to upgrade existing programs. Exemplifies the values of respect, responsibility, discovery and excellence.

Creates a working environment that encourages collaboration with faculty and staff to resolve problems and gain a perspective of issues from a non-bias point of view. Models high quality instruction in faculty development. Ability to pursue working within a framework of professional ethics, promoting collegiality and maintaining integrity.

Actively participate in professional development opportunities to continuously improve skill and research-based knowledge. Demonstrated experience with academic planning, time management, and program development skills.

Excellent oral and written communication skills to effectively interact with other faculty, support staff, administrative staff, board members, campus President's, and the Chancellor. Ability to work cross-functionally with other constituents to implement operational strategies and to improve client experience and provide excellent 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 with 18 graduate hours and at least three (3) years of continuous full-time employment as a full-time faculty member within the District. Valid driver's license required for off-site travel. 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 attending meetings as scheduled as a representative of the campus faculty such as, but not limited to, Joint Chancellor's Cabinet, Faculty Cabinet, Faculty Council, campus meetings. Attends campus meetings as a representative of the campus faculty such as, but not limited to, Instructional Council, President's Cabinet, etc.

Responsible for meeting with campus administrators as needed to resolve or provide input on issues of current interest. Meets with faculty members on campus regularly or as needed to resolve issues or respond to questions.

Responsible for gathering and disseminating information related to faculty and the instructional process during the summer. Serves on DCCCD committees, if such service is required as a representative of the Faculty Council. Attends and supports District initiatives as needed, such as, but not limited to, New Faculty Orientation, Visions of Excellence, etc. Responsible for attending Board meetings. Attends the annual Council Retreat and Planning Session.

Provides input as needed and requested for decision-making processes at both the District and location level. May attend District Work Sessions on Budget and other similar sessions as invited. May perform other duties required and as necessitated to represent the faculty body of the campus location.

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.