



## Job Description

**Job Title: Executive Dean**

**JTC: AQI**

**Salary Range: E05**

**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

Position is responsible for creating and sustaining an environment of academic and professional excellence for students and faculty and a collaborative working environment with educational team members. Leads and directs workforce development and community education services through coordination with business and industry leaders.

### REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Demonstrated administrative leadership in a community college, higher education institution or a related academic environment. Responsible for planning and implementing projects that are essential to the organization's strategic plan to accomplish the mission and goals of the organization. Knowledge of current policies and procedures of the District as well as state and federal regulations.

Oversees district programs and directs the work of the staff to ensure annual, short and long-range goals are met. Provides strategic planning for new programs or projects and oversees the process for the development and implementation of new academic programs. Identifies the need and collects information to better understand issues, problems, and opportunities, resolving problems when appropriate.

Demonstrated collegial relationships with faculty, students, staff, and administrators to provide integrated and high-quality campus services. Builds a strong and cohesive management team to serve the needs of the organization and students. Work with senior leadership to develop budget targets and metrics and long-range strategic plans. Excellent time management skills, capable of prioritizing efficiently and strong organizational skills.

Responsible for developing new and improved operational processes, redesigns system enhancements to increase efficiencies as appropriate, and reviews and updates departmental policies and procedures to improve compliance and consistency. Capable of reviewing issues to determine the importance, urgency, and possible risks, and makes clear decisions which are timely and in the best interests of the organization or the District.

Researches, analyzes and maintains information needed for instructional and/or administration purposes, prepares a variety of reports and makes presentations. Provides clear verbal and written



direction for academic innovation and improve student success outcomes by working with faculty and staff.

## 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. Occasionally may be required to lift and carry materials weighing up to 30 pounds.

## MINIMUM KNOWLEDGE AND EXPERIENCE

Master's degree plus three (3) years of administrative work experience, including supervision/team lead and two (2) years of teaching experience, both in higher education. Official transcripts are required.

*\*\*\*Will be subject to criminal background and/or fingerprint check.\*\*\**

## ESSENTIAL DUTIES AND RESPONSIBILITIES

Provides leadership for academic management that ensures efficient course offerings, effective program advising, high levels of student retention, and timely completion of degrees, certifications, etc. Collaborates with staff and faculty to promote inclusion and retention of students through programs and activities congruent with best practices in student success. Ability to convey and execute a clear vision for assigned area. Advances the vision, mission, and goals of the division and DCCCD.

Fosters an environment that supports creativity, innovation, inclusivity, and scholarly productivity that reflects DCCCD's tradition of excellence. Maintains accreditation standards and ensures that continuing education programs/training, etc., adhere to DCCCD's policies/procedures, state and federal regulations. Implements policies and procedures as determined by the DCCCD Board of Trustees, as applicable. Provides reports summarizing and/or projecting data related to contact hours, student population, industry needs, etc. Knowledge and experience to determine the best approach to solving complex problems and/or issues.

Collaborates with the other academic leaders and staff to promote inter-professional, interdisciplinary, and inter-institutional partnerships. Promotes quality academic programs that meet the educational requirements of the students and external constituents. May instruct classes, arrange for substitutes or instruct classes for absent faculty and assist with other functions to fulfill service area needs.

Develops curriculum and programs necessary to meet the needs of the community, students and region as well as the emerging needs of a rapidly changing economic environment. Develops syllabi and teaching assignments; evaluates the effectiveness of new and existing courses, instructors, programs and services. Commitment to lifelong learning, student success, and academic excellence in face-to-face and distance education. Supervises and/or participates in the selection, professional development and performance evaluation of full-time/part-time employees and other contractual staff in assigned area. May write, review, approve or administer grants. Develops, implements and monitors budget for all services within assigned area.

Provides strong leadership, oversight and guidance in all aspects of the district's educational programs, research endeavors, community outreach and service programs in assigned area; encourage effective



collaborative relationships; and fosters excellence in teaching, research and service. Must have excellent listening, oral and written communication skills to communicate with a diverse array of stakeholders and constituents within the DCCCD community network.

Perform 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 position. Incumbents may be directed to perform job-related tasks other than those specifically presented in this description. Position requires regular and predictable attendance.*