



Job Description

Job Title: Superintendent, Charter High School/Assoc. V P for Educational Transitions

JTC: AMG

Salary Range: E08

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 supervising all activities of the charter high school including recruiting and enrolling students; developing, scheduling and evaluating educational programs and classes; managing operating and grant budgets; supervising and coordinating central administration staff members, including deputy superintendent, business officer, and high school principal; meeting reporting and auditing requirements of the District Service Center and external education agencies; and evaluating students' academic results. Responsible for college activities to build and sustain relationships and partnerships with public and private schools and school districts, home-schooled students, educational organizations, higher education, and secondary educational activities located on the college campus.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Demonstrated experience providing administration and direction to the High School, Assistant Principal and faculty to ensure the school achieves high academic performance. The ability to develop and implement special programs and practices that support instructional services. Strong curriculum, curriculum alignment, curriculum standards and assessment and program management background.

Demonstrates a high level of personal integrity, collaborative leadership style and high ethical standards. Must keep informed of and comply with state, district and campus policies affecting daily attendance, punctuality and confidentiality. Knowledge and experience planning, organizing, and implementing academic programs and supporting student services.

Ability to interact effectively with business, community, and educational leaders and with others from diverse background. Strong organizational skills, handling and directing multiple and complex assignments and projects, and excellent interpersonal skills.

Ability to use computer technology to access and review data and records, approve reports, and communicates with others. Capable to develop, maintain and use information systems and records necessary to show progress on performance objectives that address Academic Excellence Indicators, campus improvement plan and district long-range plans.

Demonstrated ability to build a common vision for school improvement, student achievement with staff and to ensure attainment of the districts mission. Demonstrated experience at working successfully in a multicultural diverse student and college environment. Must have strong written and oral



communication skills, along with effective listening and interpretative skills, to clearly communicate information, ideas and instructions. Excellent customer service skills and 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 plus four (4) years of experience in educational management experience. Must have four (4) years of supervisory experience of full-time staff. Must have a valid driver's license to enable travel within the college and service locations. Official transcripts will be required. *** Will be subject to a criminal background check. Some positions may be subject to a fingerprint check. ***

ESSENTIAL DUTIES AND RESPONSIBILITIES

Primary responsibility is for programming, development, implementation, and evaluation of educational and fiscal activities of the charter high school. Responsible for organizing the charter high school's central administration and supervising and coordinating the activities of the Deputy Superintendent, Business. Assists the Officer, and Charter High School Principal in administering instructional, fiscal, and student programs of the charter high school.

Prepares departmental and charter high school objectives, evaluates the quality of services provided, and determines strategies to improve services and implements changes. Represents the charter high school to the college president in working with the Chancellor, the Dallas County Community College District Board of Trustees/Richland Collegiate High School Board of Trustees, the Texas Education Agency, and other public officials.

Responsible for recommending to the President of the charter high school the budget for DCCCD Board of Trustees/and Richland Collegiate High School Board of Trustees approval. Serves on campus and district-wide committees. Maintains a variety of community relation activities to raise awareness of educational opportunities at the college, including the charter high school.

Responsible for administering the overall charter high school budget to implement stated goals and objectives. Supervises the recruitment and selection of all charter high school staff members and recommends employment of all contractual personnel. Ensures compliance with state and federal laws and regulations and DCCCD rules and policies related to the charter high school, dual credit, Rising Star, and other Educational Transitions operations and students, including interactions with District Service Center officials.

Approves reports and submissions to the Texas Education Agency and other agencies and government bodies as required by law. Directs the disposition or safekeeping of public records subject to the DCCCD Board of Trustees/Richland Collegiate High School Board of Trustees superior right of immediate access to, control over, and possession of such records.

Assesses academic needs and enrollment trends of students taking courses through dual credit and the charter high school. Coordinates the development, implementation and evaluation of programs and classes that strengthen enrollment patterns in response to student academic needs and trends in dual



credit and the charter high school. Develops, implements, manages and evaluates a variety of programs in support of early college educational opportunities, including the charter high school.

Responsible for the selection, training, supervision, and evaluation of the Dean of Educational Transitions and staff members assigned to those areas. Facilitates interactions to resolve issues between Educational Transitions and Charter High School staff and students and appropriate college personnel and students as required. Ensures adherence to applicable SACSCOC (Southern Association of Colleges and Schools Commission on Accreditation) criteria for public schools and early college high school programs. Participates in college commencement.

Responsible for all other functions and activities of the charter high school except those specifically designated duties that cannot be delegated by the DCCCD Board of Trustees/Richland Collegiate High School Board of Trustees under 19 TAC §100.1033(6)(C). Supervision: Designs and executes a staffing plan to meet requirements through selection, training, and supervision of assigned staff.

Must complete required DCCCD Professional Development training hours per academic year. Must have excellent communication skills and the ability to interact with diverse internal/external 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.