



## Job Description

**Job Title: College President**

**JTC: AOU**

**Salary Range: A91 (Unbanded)**

**FLSA: Exempt**

The District is seeking a creative, results-driven, collaborator who can optimize the use of technology and regional services to help the District provide a unified, comprehensive approach to meeting the needs of its community. 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

**The college President is responsible for leading initiatives which contribute to the vibrancy, growth, and economic stability of Dallas County for future generations, with primary emphases in areas of:**

- Student access and success.
- Identification and implementation of academic and technical programming to support continuing education and workforce development.
- Community outreach to extend partnerships, expand resources and share capacity in support of current and future students.

### REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

**The college President must demonstrate:**

- A well-developed sense of the student population to be served, built from a broad consideration of internal and external stakeholder input.
- An interest in, and a successful record of, strategic risk-taking, requiring the identification and elimination of barriers to the delivery of the required result.
- An ability to build an organization designed to be responsive and nimble, innovative and effective as a results-oriented culture is reinforced.
- An entrepreneurial spirit – in the development of partnerships – with and without funding – to expand the capacity of the college and the District in serving the population of Dallas County.
- Demonstrated experience in teaching and/or student services in an academic environment. Demonstrated experience in oral and written communications confirming the ability to effectively research, organize and persuade diverse audiences, internal and external to the college and system.
- Strong experience and effective customer service skills.

### 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

An earned Master's degree (required) or an earned doctorate (preferred), as confirmed by official transcripts. Five years of management experience, including three years upper level administrative experience in a community college/higher education environment. Presidential experience preferred.

\*\*\* Will be subject to a criminal background check. Some positions may be subject to a fingerprint check. \*\*\*

## ESSENTIAL DUTIES AND RESPONSIBILITIES

**The college President is accountable for:**

- Ensuring that the institution achieve high and measurably improving levels of student success in the areas of learning, completion, four-year transfer, post-graduation success in the labor markets, and closing gaps based on race and income.
- College-based planning, development, implementation and evaluation of educational programming, consistent with the Board's strategic priorities.
- Developing the college budget to support current educational programs, while pursuing additional supportive resources – individual, programmatic, agency-based, public and private channels – to fund new and emerging program initiatives.
- Reviewing staffing, organizing for efficiency and effectiveness, and developing effective leadership strategies to promote the value of diversity at all levels of the organization, and in all areas of selection, training, coaching, development, evaluation and supervision of college faculty and staff.
- Participating in a wide array of collaborative discussions and efforts with the Chancellor, other District administrators, K-12 leaders and College presidents to further the progress of the District and individual colleges in meeting desired goals.
- Maintaining positive relationships with accrediting agencies and other governmental and/or public entities that have an impact on approval, development and delivery of instructional student programs/services.
- Building strong alliances among community and business leaders to engage in problem-solving, to articulate those challenges and leverage available resources to promote positive solutions.
- Modeling an effective communication strategy designed to promote confidence and transparency.
- Making decisions which are data-informed, and strategically sound for both short and long-term initiatives.

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 additional 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.*



The seven independently accredited colleges of the Dallas County Community College District are part of an equal opportunity system that provides education and employment opportunities without discrimination on the basis of race, color, religion, national origin, sex, disability, age, sexual orientation, gender identity or gender expression. The Dallas County Community College District complies with the Americans with Disabilities and Veterans Act. If you require special accommodations in order to apply for a position, please contact the District Human Resources Office at [direct2dhr@dccd.edu](mailto:direct2dhr@dccd.edu).