



## Job Description

**Job Title: Continuing Education & Workforce Specialist**

**JTC: CK8**

**Salary Range: N02**

**FLSA: Non-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

Provides assistance in the coordination, identification, development, scheduling, promotion and evaluation of continuing education (non-credit) courses and educational programs that are offered either at the specific campus/location, off-site, and/or at a specific company location.

### REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Knowledgeable continuing education, workforce and program development. Ability to utilize computer technology to access data, maintain records, generate reports and communicate with others.

Able to ensure that appropriate quality curriculum is developed and implemented to meet regulations.

Ability to make decisions/work both independently and as a member of a team.

Able to develop program/course descriptions that accurately reflect content, goals and objectives of the course and develops course offering programs relevant to Academy and industry needs.

Excellent communication skills to support interaction between DCCCD and other organizations, community groups as well as individuals from diverse backgrounds.

### 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 20 pounds.

### MINIMUM KNOWLEDGE AND EXPERIENCE

Associate's degree plus two (2) years of experience \*\*\* Will be subject to a criminal background check. Some positions may be subject to a fingerprint check. \*\*\*

## ESSENTIAL DUTIES AND RESPONSIBILITIES

Identifies possible instructors. Develops handouts, designs catalogs, brochures and promotional materials for program area(s) assigned. Maintains records, provides information required for decision-making and completes related reports. Prepares statistical reports, maintain files, and monitors assigned budget allocation. Coordinates facilities for off-campus operations.

Participates in the development of the class schedule. Analyzes, observes and evaluates the effectiveness of the classes being offered, student training and recruitment. Recruits and provides orientation to instructors regarding DCCCD policy and procedures. Coordinates, plans and conducts meetings and developmental activities for instructors.

Interacts daily with students and serve as a liaison between the college, community, company, and/or company-sponsored personnel. Cooperates as a team member in developing curriculum including syllabi, handouts, etc. or modifies existing curriculum to meet client needs; may participate in needs assessment.

Coordinates, plans, evaluates and develops continuing education or workforce courses and educational programs. Participates in registration activities for designated program area(s).

Completes required DCCCD Professional Development training hours per academic year. Utilizes excellent communication skills and the ability to interact with diverse internal/external stakeholders and constituents within the DCCCD community network. Provide excellent customer services to clients.

Performs related 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.*