



Job Description

Job Title: Tech Prep Program Specialist

JTC: CF2

Salary Range: N05

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 coordinating, planning and implementing recruitment activities to increase student enrollment in Tech Prep programs at colleges.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Strong knowledge about workforce development and training. Able to develop and coordinate district-wide Tech Prep articulation agreements. Ability to plan and maintain work systems, follow processes and policies that enable and encourage the unit to meet the organizational objectives.

Ability to utilize computer technology to access data and generate reports. Ability to understand new emerging trends in area(s) of expertise and prepares for changes that may occur because of these trends.

Ability to build rapport with students and coworkers and clients. Ability to research and proposes new methodologies and technologies to enhance the work-flow process.

Ability to work well under pressure and is flexible in adapting and responding to various situations. Ability to research and proposes new methodologies and technologies to enhance the work-flow process.

Oral and written communication skills in order to support interaction with individuals from varying backgrounds. Strong knowledge and experience providing effective customer service. Excellent interpersonal skills and the ability to create strong professional relationships with colleagues, staff and clients.

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. May be required to lift and move materials and equipment.



MINIMUM KNOWLEDGE AND EXPERIENCE

Associate degree plus four (4) years of experience workforce training or grant programs. Must have one year of supervisory experience of full-time staff. 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

Responsible for overseeing and designing programs to identify and recruit potential Tech Prep students. Serves as liaison between sector ISDs and DCCCD with regard to curriculum coordination, articulation and program alignment.

Performs a variety of bookkeeping functions related to budget development and monitoring, account reconciliation, and purchasing. Responsible for developing and coordinating district-wide Tech Prep articulation agreements between DCCCD and Dallas County ISD's. Supervises staff focused in specific areas.

Monitors development of training and recruitment materials and evaluates recruitment activities. Responsible for developing and maintaining a database of Tech Prep high school seniors which is utilized by Tech Prep recruiters/advisors.

Selects, hires, trains and evaluates assigned staff. Provides advanced technical and administrative support to department administrators. Involved in curriculum coordination, program and services evaluation and interacting with state and local agencies as well as business and industry.

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. Provides excellent customer service.

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.