



Job Description

Job Title: Manager – Educational Partnerships

JTC: CQB

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 assisting with the day-to-day functions of a segment of work, a sub-section of an organization, or a functional area within an organization.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Responsible for assisting with the planning, direction or oversight of a business unit, division, department, or an operating unit within an organization with or without reporting staff. Plans and maintains work systems, procedures, and policies that enable and encourage the optimum performance of its people and other resources within the organization.

Assists in the establishment and implementation of efficient administrative policies, programs and procedures; develop strategic goals and objectives for area(s) of responsibility in conjunction with strategic direction, mission and goals of business unit or organization.

Demonstrated ability to work effectively with both internal and external groups with a cultural, racial and ethnically diverse background; strong commitment to world-class customer service.

Recognize emerging trends in area(s) of expertise and prepare for changes that may occur as a result of these trends. Ability to multi-task and/or lead projects to ensure they are completed within timeframe and budget.

Manages the preparation and maintenance of reports necessary to carry out the functions of the department. Prepares periodic reports for management, as necessary or requested, to track strategic goal accomplishment. Strong knowledge and experience in providing effective customer service.

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

Bachelor's degree or higher plus one (1) to two (2) years of related experience higher education directly related to project planning. Valid driver's license required for off-site location travel. Official transcripts



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

ESSENTIAL DUTIES AND RESPONSIBILITIES

Responsible for the expansion and improvement of the Dual Credit program, Collegiate Academies, and Early College High Schools (ECHS) programs, with the support of the DCCCD colleges. Develops strategies that can be replicated across the DCCCD colleges, resulting in increased Dual Credit student participation and contact hours as well as an increase in the completion of certificates, degrees and the ability to prepare students for college success.

Serves as the liaison for the District Office of Educational Policy, collaborating with administrators from Independent School Districts and Charter Schools. Identifies best practice models, for projected staffing, budgets, and project management. Research state and national best practice models of Dual Credit enrollment and student orientation process in order to develop a comprehensive web-based manual for use by all DCCCD colleges.

Follows and complies with guidelines established by the DCCCD, THECB, and TEA, Dual Credit, and ECHS policies and procedures. Identifies problems related to the expansion of these programs by gathering facts and other related resources needed to resolve the issue. In alliance with Information Technology, the team researches and develops improvements to the Colleague system for dual credit enrollment.

Builds positive and collaborative working relationships with staff, at all District locations, as well as the ISD's, Charter Schools and community agencies. Evaluates academic programs and processes, analyzing the current and future needs of the students and community and recommends changes to enhance existing programs. Follows protocol for decision-making using resources and tools provided by the District Office and Colleges.

Demonstrated ability to work on multiple projects and meet deadlines while ensuring outstanding results. The ability to speak, listen and write in a clear, thorough manner using appropriate and effective communication tools and techniques. Considers what is going to be communicated and who the audience is, organizing thoughts and presenting ideas effectively.

Performs other duties as required.

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.