



Job Description

Job Title: Coordinator Academic Programs

JTC: DAG

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 support for instructional divisions. Position is responsible for becoming thoroughly knowledgeable of the philosophy, policies and procedures of the Dallas County Community College District (DCCCD), as well as the facilities and the protocol of the campus.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Must have solid knowledge of academic programs and instructional support concepts. Knowledge of Dallas County Community College District (DCCCD) operating policies and procedures. Experience in higher education and management that provides the knowledge, skills and ability to perform the job.

Ability to utilize computer technology to access data, maintain records and generate reports. Have proven management skills. Able to understand data collection for statistical documentation and be accountable for program data collection and the preparation of all program accreditation documents and reports.

Able to provide information, support and problem solving for students and faculty on a range of instructional issues. Demonstrate an ability to think strategically, and a self-starter with strong attention to detail.

Experience working with students, staff and faculty populations in an academic department. Ability to handle multiple projects and processes simultaneously. Must be able to conduct special projects.

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. Occasionally may be required to lift and carry materials weighing up to 20 pounds.

MINIMUM KNOWLEDGE AND EXPERIENCE

Associate's degree plus five (5) years of experience in a community college or university environment. Two (2) years of supervisory experience required. Ability to work extended hours beyond the regular 8:00 a.m. – 5:00 p.m. workday during heavy registration peak times. 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

Provides supervision and decision making for the instructional division and instructional learning labs. Responsible for policy and procedures, information and decisions; resolves conflicts related to student issues, faculty concerns, and departmental facilities usage.

Handles emergencies that may arise including safety and security issues in accordance with college and district policies. Provides guidance in planning and evaluation of instructional services. Prepares statistical reports and maintains files.

Coordinates the flow of information and official documents between instructors and instructional departments, faculty chairs or coordinators and Executive Deans; and provides guidance and supervision to staff members.

Manages allocated budget for instructional services and confers with supervisor as necessary. Responsible for selecting, training, coaching, evaluation and development of assigned staff. Create and provide faculty/staff workshops for on-going training and staff development activities.

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.