



Job Description

Job Title: Senior Program Development Specialist

JTC: TJ5

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 designing, programming and administering credit or non-credit training or educational programs focused in a specific area as assigned that are offered either at a specific campus or location, or at a specific company location.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

The ability to establish program goals and objectives, direct program evaluation and quality control activities, develop and approve schedule, priorities and standards for achieving goals. Knowledge and experience analyzing, coordinating and evaluating program operations and procedures. Knowledge of applicable codes, regulations, technical processes and procedures related to the assigned program. Experience working in a fast-paced diverse environment with numerous demands, and frequent changes.

Ability to perform complex program activities, establish goals and objectives, present and effectively address learning challenges. Knowledge of education and training requirements, district policies and procedures. Ability to design customized programs to meet the needs of business, community and client/partners.

Ability to develop, cultivate and maintain working relationships with internal/external departments, agencies and other associated with program. Experience making recommendations for new policies and procedures for the improvement of the program and program activities. Ability to work effectively and efficiently to provide quality service to students and the public to satisfy student service expectations.

Capable of assessing situations to determine the importance, urgency and risks, and make clear decisions which are timely and in the best interests of the organization. Ability to manage one's time and priorities to ensure assignments are completed in a timely and effective manner. Strong administrative skills including the ability to manage multiple projects with varying deadlines. Experience providing professional development and/or technical assistance.

Creativity, self-direction and the capacity for independent work, multi-tasking and organizational skills are required. Experience preparing reports; analyze learning products, activities and events; plan and orchestrate effective learning events. Excellent verbal and written communication skills including the



ability to communicate effectively with all levels of school stakeholders. Strong knowledge and experience 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

Associate degree plus five (5) years of progressively responsible experience in workforce training/grant programs and program development and implementation. Must have valid driver's license for off-site travel. 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 the delivery of an assigned training program to a targeted clientele, within a specific time frame and measured by pre-defined contractual goals. Develop and manage academic programs that provide student development, enrichment, mentoring, and promote student utilization of all student services and programs. Develops and implements standards for attainment of program goals and objectives.

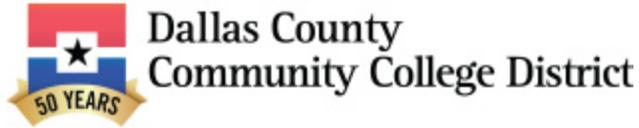
Refine and implement systems for students' compliance with policies and regulations related to a specific program. Monitors development of training materials, evaluates recruitment and manage program related events and initiatives. Develops and implements activities based on needs assessment results. Conduct follow-up surveys for input on events related to the program for continual assessment and improvement.

Maintains frequent interaction with cooperating campus departments, special groups, and external agencies in administering the program. Works closely with students participating in the programs to advise and maintain program quality. Independently create and implement changes to improve services and positive measurable outcomes.

Assist in the identification of necessary equipment, instructional materials and supplies for courses/programs. Prepares program budgets and controls expenditures in accordance with budget allocations. Documents project activities and prepares related reports to funding agencies, companies, and district departments as required.

Provide support, direct communication, informational materials and respond to questions from prospective and current students. Manages communications and programming for constituents and corporate partners. 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.

May supervise two (2) or more full-time employees and responsible for allocated budget. 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.