



## Job Description

**Job Title: Coordinator Evening & Weekend Instruction**

**JTC: TUI**

**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 the evening and weekend activities of the college including credit and non-credit instructional programs and special events.

### REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Strong knowledge of credit and non-credit instructional programs and events. Thorough knowledge of the philosophy and the policies and procedures of the DCCCD, as well as the facilities and protocol of the campus.

Ability to utilize computer technology to access data, maintain records, generate reports and communicate. Ability to work effectively with a diverse student population. Ability to maintain confidentiality of student information and work-related information.

Strong collaborator who can work in a matrix environment and team setting to accomplish goals in a fast-paced setting. Exhibits professional conduct and skilled contribution in the workplace. Demonstrates a high degree of proficiency in performing job assignments and uses time allotted for completion of tasks efficiently.

Understanding the mission, philosophy, and general academic program requirements of community college. Problem-solving and effective planning skills, including use of initiative, tact, and discretion, as well as the ability to meet deadlines.

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

Bachelor's degree and three (3) years of supervisory experience in a community college or university environment. 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 coordination and decision-making during evening and weekend hours. Coordinates the flow of information and official documents between evening/weekend instructors and instructional departments, faculty chairs and Executive Deans. Provides guidance and assistance to part-time instructors and staff members.

Participates in planning and evaluation of evening and weekend instructional services. Provides policy and procedure information and decisions. Resolves conflicts related to room assignments and facilities usage. Handles emergencies that may arise including security issues, injuries, relaying emergency messages to students and instructors, and preparing reports of student/faculty grievances.

Designs, implements and coordinates staff development programs and activities, and provides orientation for part-time instructors regarding DCCCD policies and procedures and campus facilities, protocol and services.

Prepares statistical reports and maintains files. Manages and monitors a budget for evening and weekend instructional services within allocation and confers with supervisor as necessary. Selects, trains, supervises and evaluates assigned personnel. Coordinates the student evaluation of evening and weekend part-time instructors.

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.*