



Job Description

Job Title: District Director for Military Connected Programs, Policies & Services
JTC: ARP

Salary Range: E03

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 the leadership and management of the organization, performing complex and highly responsible duties to attain organizational and district goals.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Experience developing business and operational plans and demonstrates a clear understanding of policies/procedures. Ability to plan and implement projects which are tied to the organization's strategic plan to accomplish the vision, mission, and goals of the organization. Advanced knowledge and compliance with federal, state and local regulations.

The ability to organize various needs assessments to determine the effectiveness of programs or processes that could broaden and/or enhance client service. Must have strong leadership qualities and team building skills. Ability to operate independently and employ solid decision-making skills. Demonstrated commitment to high professional ethical standards and a diverse workplace. Able to maintain confidentiality as required.

Ability to establish and maintain positive working relationships both internal and external to the organization to improve work productivity. Experienced and successfully represent the organization to key stakeholders and business partners. The ability to work with staff and/or clients to assess professional development/business needs; performs gap analysis that builds people management skills as well as leadership skills and capabilities.

Advanced knowledge and experience to provide oversight of the district programs and direct the work of personnel to ensure annual, short and long-range goals are met. Capable of planning, implementation, execution and evaluation of complex special projects and ensures projects are completed on time and within budget. Experience assessing situations to determine the importance, urgency, and risks, and make clear decisions which are timely and in the best interests of the organization or district.

Demonstrates interpersonal, organizational, oral and written communication skills to engage effectively with individuals from diverse multicultural backgrounds. Ability to work cross-functionally with other constituents to implement operational strategies or new processes to improve client experience and provide excellent 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

Master's degree plus three (3) years of experience in working with military connected students, at least one (1) of which must be as a Veteran Administration School Certifying Official (SCO). Must have five (5) years of supervisory experience of full-time staff. Must have current driver's license for offsite 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 performing administrative, planning and supervisory work associated with Veteran Administration (VA) and Texas Hazelwood Education Benefits, student services and academic records of military-connected-students. Assists leadership with various projects and the implementation of district policies to comply with federal and state legislation and ensure compliance with Financial Aid and VA policies that governs receiving and disbursing federal funds.

Responsible for communicating policy changes, ensuring compliance with Federal Law (GI Bill®), and State Law (Texas Education Code, Hazelwood Act) and responding to college requests for additional training or information. Coordinate with federal and state agencies to interpret regulations and seek clarification and legal review as needed. Mentor, train and support college veteran services offices in preparation for compliance visits/audits, collect audit results to implement best practices district-wide. Serve as a district resource to monitor compliance with Military Hiring Initiatives.

Assists colleges, in the hiring process, by reviewing applications and identifying transferable military skills. Develop and implement training methodologies, including train-the-trainer, and standard procedures to increase consistency (standardization) across the district in rendering VA education services. Responsible for budget development, strategic planning, and working directly with various DCCCD stakeholders including direct interface with district and college administrators and staff.

Develop analytics that defines the collection, analysis, verification and reporting of multiple data related to the military student population. Knowledgeable of district policies for awarding other aide (waivers, scholarships) with VA Education Benefits.

Collaborate with college veteran services offices to enhance customer service, capacity and quality of operations and develop initiatives to retain military connected students. Must complete required DCCCD Professional Development training hours per academic year. Must have solid listening, oral and written communications to communicate with a diverse array of stakeholders and constituents within the DCCCD community network. Supervise two (2) or more full-time employees.

Performs other 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.