



Job Description

Job Title: Dean, Instructional Support & Distance Education JTC: AGX

Salary Range: E04

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

Provides campus-wide leadership for the day-to-day operations of instruction support departments and all courses provided through Distance Education. Primary responsibility is providing excellence in support services to faculty in all academic areas and students in both credit and continuing education courses. Leadership and administrative responsibility include Distance Education, Teaching/Learning Center, Student Resource Lab and Technology Lab, Library, Dual Credit, Tech Prep and Tomorrow's Teacher's programs and the Tutoring Center.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Academic leader with a track record of effective academic and administrative experiences in developing strategies to achieve educational goals and objectives maintaining high standards in academics and teaching processes. A visionary, leader, and strategic thinker with demonstrated collaborative and administrative accomplishments.

Academically and experientially qualified to accomplish the vision, mission, and goals of a division, and expected program outcomes; demonstrated experience in teaching, scholarship programs, and student /faculty service at a college or university level. Complies with local and regional educational regulations and accreditation requirements.

Ability to maintain effective communication between students and faculty within a division and/or college, other academic personnel and external community stakeholders. Demonstrated understanding of the educational, cultural and social needs of a diverse student population. Experience interpreting, articulating and implementing a variety of regulations, policies and procedures to ensure compliance with district, state and federal government.

Demonstrated experience in developing and implementing curricula and programs. Keeps up-to-date on the latest trends within the academic community. Strong work ethic and self-starter with ability to manage and prioritize multiple assignments. Experience in operational planning, policy development, and outcome/needs assessment. Must have demonstrated knowledge in developing and marketing educational services.

Experience in shared governance with excellent interpersonal communication and problem-solving skills, and commitments to cultural diversity and inclusion. Requires technical communication skills to and the ability to communicate with individuals from diverse backgrounds. Must have 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 or higher plus three (3) years of experience in college administration or instructional support, student services. 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

Provides leadership in the areas of Instructional Support and Distance Education, expanding campus programs in response to community needs and student demands, coordinating the development of the mission, objectives, and quality standards with other Deans, and serving as liaison with the Dallas TeleCollege.

Works in conjunction with the Deans and department heads, fosters a collaborative learning environment for faculty to enhance their teaching styles, allowing faculty and staff to maximize the technology available for them in the classroom and workplace. Provides leadership for Instructional Support functions, including the library, tutoring center, student labs, Dual Credit and other off campus programs.

Facilitates instructional training to faculty and staff in both distance learning and traditional modes of educational delivery. Coordinates a variety of training programs. Participates in development, monitoring and reporting of grants related to Instructional Support or Distance Education.

Serves as both advocate and trouble-shooter with faculty and students regarding Distance Education programs. Coordinates online course development process with Faculty, Staff, Deans, and Vice President of Instruction. Conducts analysis to determine current and future needs of instructional support divisions and Distance Education.

Directs all budgeting, planning, personnel and facilities activities for Instructional Support and Distance Education departments. Must have solid listening, oral and written communications to communicate with a diverse array of stakeholders and constituents within the DCCCD community network.

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.