



## Job Description

**Job Title: Dean, Curriculum and Assessment**

**JTC: ANA**

**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

Responsible for academic curriculum management, and instructional initiatives, including Core curriculum and the Quality Enhancement Plan. Responsible for leading college academic assessment activities at all levels (section, course, and program).

### 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. Ability to utilize technology to access data, maintains records, generate reports and communicate with others.

Experience in shared governance with excellent interpersonal communication and problem-solving skills, and commitments to cultural diversity and inclusion. 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 a higher education environment and three (3) years of teaching experience. Must have team lead or supervisory experience. 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

Carries out annual curriculum changes working with the Vice President, divisions, and program coordinators. Coordinates curriculum submissions, adhering to relevant timelines and deadlines, in collaboration with the College Coordinator, Curriculum Management.

Manages the implementation of changes made to the core curriculum. Coordinates the assessment of student learning outcomes and program review, of all academic programs within the institution. Coordinates the documentation and reporting of academic outcome assessment, related to improvement of student learning and continuous improvement of instruction.

Provides college-wide leadership to committees and groups, responsible for the accomplishment and measurement of assessment initiatives. Coordinates and provides professional development relate to assessment. Oversees the management and evaluation of the Quality Enhancement Plan.

Evaluates, develops, and coordinates implementation of tools to analyze and document the outcomes for academic programs and divisions. Serves as the District Office and College SACS liaison, concerning all curricular changes, including any substantive changes.

Represents the college on all district committees and meetings, related to curriculum and assessment. 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.*