



## Job Description

**Job Title: Instructional Specialist-Teaching**

**JTC: CDS**

**Salary Range: N05**

**FLSA: Non-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 providing an instructional program designed to assist teachers with developing skills in the preparation of effective learning (lesson) plans, presentation of content, classroom management, and school and community communications.

### REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Must possess well-developed skills that support creative approaches working with students, faculty and staff. Requires demonstration of strong collaborative, teaching, coaching, and leadership skills. Specific knowledge-based competencies required to satisfactorily perform the functions of the job. Must be able to lead discussions with advisory boards and faculty on changes and improvements to program(s) using both personal industry knowledge and knowledge of industry professionals. Stays up-to-date on current educational trends and uses best practices.

Requires a high degree of diplomacy, planning, coordination of labor and accountability. Knowledge of instructional systems design and development models, principles, and practices. Knowledge of student learning theory and methodology, and their application in managing training delivery.

Ability to work effectively with faculty, students, administrators, and support and encourage a diverse community college environment. Show professionalism, including integrity and confidentiality, in accordance with district rules, regulations, and policy. Some instructional areas may require greater degree of knowledge based on instructional programs.

Ability to plan, organize and execute plans in a timely manner. Knowledge of a variety of software/hardware programs and the ability to utilize computer technology to access data, maintain records and generate reports. Establish a school culture for ongoing instructional improvement and promote instructional assistance using various methods.

Ability to demonstrate skills in effective communication through the exchange of information and ideas in ways that promote mutual understanding and effective decision-making. Excellent oral and written communication skills to deal effectively with individuals from diverse backgrounds and varying levels of DCCCD students and staff.

## 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

**Non-transferrable Teaching Positions:** Bachelor's degree in related field plus three (3) years of related work experience including one (1) year of demonstrated teaching experience and one (1) year of supervisory or team lead experience or Associate's degree in related field plus three (3) years of related work experience including one (1) year of demonstrated teaching experience and one (1) year of supervisory or team lead experience. **Applicable degree above is dependent upon teaching discipline and will be designated at time of job posting.**

**Transferrable Teaching Positions:** Master's degree in related field or Master's degree with 18 hours in teaching discipline; three (3) years of related work experience including one (1) year of demonstrated teaching experience and one (1) year of supervisory or team lead experience.

Official transcripts are required. Some positions may require specific state licensed/certifications depending on the discipline. *\*\*\*Will be subject to a criminal background check. Some positions may be subject to a fingerprint check.\*\*\**

## ESSENTIAL DUTIES AND RESPONSIBILITIES

Responsible for the improvement of learning opportunities through the provision of instructional leadership including planning, implementing and evaluating educational programs relevant to the needs of the student. Responsible for curriculum development/instructional training material, instruction and staff development. Requires formal teaching instruction limited to 49% or less than full-time faculty workload or non-credit teaching responsibilities. Ensures that the DCCCD's vision and mission are reflected in all aspects of the student learning experience. Provides instruction of skills which prepare students for employment or to upgrade existing skills.

Maintains accurate student and other records as required by law and the Board of Trustees and Administrative Procedures Manual. Enforces student policies or monitors enforcement of student policies. Develops and provides students with written course expectations and maintains progressive evaluation methods.

Develops and maintains industry and/or community partnerships with local, state and national organizations that are beneficial to program/discipline in order to achieve the mission/goals of the organization or program. Provides student guidance related to program and monitors student success.

Contributes to the proposal and/or implementation of college courses to support curriculum development or program implementation. Must be able to multi-task and use independent judgement when handling multiple programs for cohesiveness and integration, along with coordination with other departments. Coordinates the requisition of supplies and instructional materials as needed. May supervise or direct the work of others. May develop and administer assigned budget allocation.



Must have strong written and oral communication skills, along with effective listening and interpretative skills, in order to clearly communicate information, ideas and instructions to individuals within a diverse college community. Provides excellent customer service.

May supervise two (2) or more full-time or full-time equivalent employees. Budget may vary, if applicable.

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.*