

**RANGE N05**

**JTC NO. CF2  
FLSA EXEMPT Y**

**DALLAS COUNTY COMMUNITY COLLEGE DISTRICT  
JOB DESCRIPTION**

**JOB TITLE:** Tech Prep Program Specialist

**DATE PREPARED:** Spring 2001

**DATE REVISED:** Summer 2002, Fall 2002, Fall 2005; Fall 2009; Summer 2012; Spring 2015; Spring 2017

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**GENERAL SUMMARY:**

Responsible for coordinating, planning and implementing recruitment activities to increase student enrollment in Tech Prep programs at colleges. Involved in curriculum coordination, program and services evaluation and interacting with state and local agencies as well as business and industry. Responsible for developing and coordinating district-wide Tech Prep articulation agreements between DCCCD and Dallas County ISD's. Supervises staff focused in specific areas.

**PRINCIPAL DUTIES AND RESPONSIBILITIES:**

Responsible for overseeing and designing programs to identify and recruit potential Tech Prep students.

Serves as liaison between sector ISDs and DCCCD with regard to curriculum coordination, articulation and program alignment.

Monitors development of training and recruitment materials and evaluates recruitment activities.

Responsible for developing and maintaining a database of Tech Prep high school seniors which is utilized by Tech Prep recruiters/advisors.

Selects, hires, trains and evaluates assigned staff.

Provides advanced technical and administrative support to department administrators.

Performs a variety of bookkeeping functions related to budget development and monitoring, account reconciliation, and purchasing.

Performs other duties as assigned.

**REPORTING RELATIONSHIP:**

First level supervisor is the Director, Career Education Services; second level supervisor is the Vice Chancellor, Educational Affairs.

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### **PHYSICAL EFFORT REQUIRED:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is occasionally required to stand, walk, sit, push, lift, reach, carry, grasp, squat or stoop, bend and twist the body while performing essential duties, use hands to finger, handle or feel objects, tools or controls, reach with hands and arms, climb stairs, talk or hear. The employee must have the ability to occasionally lift and/or move up to 5 pounds.

### **MINIMUM EDUCATIONAL/SKILL REQUIREMENTS:**

- Bachelor's degree or higher with three years of experience in workforce training or grant programs and highly responsible office management **or** Associate's degree plus five years of experience in workforce training or grant programs and highly responsible office management.
- Must have one year of supervisory experience of full time staff.
- Ability to utilize computer technology to access data, generate reports and communicate with others.
- Demonstrated oral and written communication skills to interact with varying individuals from diverse backgrounds.
- Strong knowledge and experience providing effective customer service.
- Official transcripts will be required.
- \*\*\* Will be subject to a criminal background check. Some positions may be subject to a fingerprint check. \*\*\*

ccp: 06/08/01  
revised: 07/02/02  
revised: 09/24/02  
revised: 09/01/05 – rje; ccp  
revised: 09/01/08-rje;ccp  
rrg: 0909 rje revised  
revised: 08/2012 – emm  
revised: 03-2015 – emm  
revised: 04/2015 – emm  
revised: 1/2017 - emm  
ADA/tmm 04.24.2019