



## Job Description

**Job Title: Manager – Center for Independent Study**

**JTC: CQB**

**Salary Range: N05**

**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 assisting with the day-to-day functions of a segment of work, a sub-section of an organization, or a functional area within an organization.

### REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Responsible for assisting with the planning, direction or oversight of a business unit, division, department, or an operating unit within an organization with or without reporting staff. Plans and maintains work systems, procedures, and policies that enable and encourage the optimum performance of its people and other resources within the organization.

Assists in the establishment and implementation of efficient administrative policies, programs and procedures; develop strategic goals and objectives for area(s) of responsibility in conjunction with strategic direction, mission and goals of business unit or organization.

Demonstrated ability to work effectively with both internal and external groups with a cultural, racial and ethnically diverse background; strong commitment to world-class customer service.

Recognize emerging trends in area(s) of expertise and prepare for changes that may occur as a result of these trends. Ability to multi-task and/or lead projects to ensure they are completed within timeframe and budget.

Manages the preparation and maintenance of reports necessary to carry out the functions of the department. Prepares periodic reports for management, as necessary or requested, to track strategic goal accomplishment.

### 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

Associate degree plus three (3) years of related work experience. Official transcripts are required. \*\*\*



Will be subject to a criminal background check. Some positions may be subject to a fingerprint check.  
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## ESSENTIAL DUTIES AND RESPONSIBILITIES

Responsible for performing administrative work in planning, coordinating, developing, implementing, and evaluating the functions of instructional and student support services for the College Center for Independent Studies. Responsible for managing the center in a range of disciplines and advanced technologies including instructional, administrative, staffing, and budget responsibilities.

Coordinate special programs, supervising the day-to-day coordination of a specific state, federal, or college program connected to tutoring, assessment, continuing education, teaching and evaluation to achieve the program and organizational objectives. Ensures that all staff follow established guidelines, policies and procedures of the DCCCD.

Cultivates relationships with students, faculty, staff, and service area ISD's, to ensure that students are adequately prepared to meet College Readiness Standards imposed by the Texas Success Initiative, (TSIA) and provide assistance and support to students and/or potential students. Collaborates across campus departments with testing, advising and student services to ensure students have access to services such as tutoring services, skills development and access to academic support services like computers and textbooks.

Works with various divisions to ensure that the tutoring strategy component of the colleges Quality Enhancement Plan (QEP) are being met and make recommendations when changes are necessary to meet the goals of the QEP plan. Gather information to determine best course of action to fulfill mandates such as the PBI grant and provide tutoring services to area ISD's to ensure College Readiness for potential students in reading, writing and math.

Communicate and submit reports to external organizations, explains guidelines regarding College Readiness Standards, and interprets TSI diagnostic summary reports for administrators, staff, ISD principals and teachers. Provide excellent customer service to all individuals who utilize the Tutoring Center, whether internal or external by imposing best practices in customer service. Exceptional communication skills, people oriented and the ability to interact effectively in a multicultural environment.

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.*