

RANGE N05

**JTC NO. DAG
FLSA EXEMPT Y**

**DALLAS COUNTY COMMUNITY COLLEGE DISTRICT
JOB DESCRIPTION**

JOB TITLE: Coordinator, Academic Programs

DATE PREPARED: Spring 2012

DATE REVISED: Summer 2013; Spring 2015; Fall 2016

GENERAL SUMMARY:

Responsible for coordinating support for instructional divisions. Position is responsible for becoming thoroughly knowledgeable of the philosophy, policies and procedures of the Dallas County Community College District (DCCCD), as well as the facilities and the protocol of the campus.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

- Provides supervision and decision making for the instructional division and instructional learning labs.
- Coordinates the flow of information and official documents between instructors and instructional departments, faculty chairs or coordinators and Executive Deans; and provides guidance and supervision to staff members.
- Responsible for policy and procedures, information and decisions; resolves conflicts related to student issues, faculty concerns, and departmental facilities usage. Handles emergencies that may arise including safety and security issues in accordance with college and district policies.
- Provides guidance in planning and evaluation of instructional services.
- Prepares statistical reports and maintains files.
- Manages allocated budget for instructional services and confers with supervisor as necessary.
- Supervision: Responsible for selecting, training, coaching, evaluation and development of assigned staff.
- Create and provide faculty/staff workshops for on-going training and staff development activities.
- Performs related job duties as assigned.

REPORTING RELATIONSHIP:

Varies to meet organizational needs.

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PHYSICAL EFFORT REQUIRED:

Works with light material requiring little physical effort.

MINIMUM EDUCATIONAL/SKILL REQUIREMENT:

Bachelor's degree or higher plus five years of related experience in a community college or university environment **or** Associate's degree plus seven years of related experience in a community college or university environment. Two years' supervisory experience required. Must be able to interpret and apply DCCCD's policies, procedures and guidelines. Ability to utilize computer technology to access data, maintain records and generate reports, as well as communicate with others. Requires advanced interpersonal, oral and written communication skills to be able to deal effectively with a wide variety of individuals from diverse backgrounds. Strong knowledge and experience in 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. ***

Revised: 07/2013 – emm
Revised: 04/215 –emm
Revised: 12/2016 - emm