

**DALLAS COUNTY COMMUNITY COLLEGE DISTRICT  
JOB DESCRIPTION**

**JOB TITLE:** Director of the Center for Independent Study

**DATE PREPARED:** Fall 1984

**DATE REVISED:** Spring 1991; Spring 2009; Summer 2012; Spring 2015;  
Fall 2016

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**GENERAL SUMMARY:**

Manages the College Center for Independent Study including instructional, administrative, staffing and budget responsibilities.

**PRINCIPAL DUTIES AND RESPONSIBILITIES:**

- Develops new programs utilizing varying instructional technologies, equipment and curriculum.
- Supervises a staff largely comprised of part-time tutors, instructors and student assistants including evaluation, where appropriate.
- Implements and monitors department budgets.
- Schedules staff, resource material and equipment.
- Participates in curriculum selection/program development process.
- Coordinates tutoring activities to increase the learning achievements of disadvantaged vocational students.
- Instructs developmental courses and learning skill courses as required.
- Performs other duties as required.

**REPORTING RELATIONSHIP:**

Varies to meet organizational needs.

**MINIMUM EDUCATIONAL/SKILL REQUIREMENTS:**

Bachelor's degree or higher plus two years of teaching/tutorial experience **or** Associates degree plus four years of teaching/tutorial experience. Ability to utilize computer technology to access data, maintain records, generate reports and communicate. Requires demonstrated oral and written communication skills to interface with a variety of DCCCD staff, students and prospective students from diverse backgrounds. Strong knowledge and experience providing effective customer service. Official transcript will be required. \*\*\* Will be subject to a criminal background check. Some positions may be subject to a fingerprint check. \*\*\*

revised: 04/2009-ccp

revised: 08/2012 - emm

revised: 04/2015 - emm

revised: 12/2016 - emm

