

**DALLAS COUNTY COMMUNITY COLLEGE DISTRICT
JOB DESCRIPTION**

JOB TITLE: Evening Administrator

DATE PREPARED: Fall 1985

DATE REVISED: Spring 1991, Summer 2002, Spring 2009; Summer 2012;
Spring 2015; Fall 2016

GENERAL SUMMARY:

Responsible for administering the evening and weekend activities of the college including credit and non-credit programs and student support services. Requires thorough knowledge of the philosophy and the policies and procedures of the DCCCD.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

- Provides leadership and decision making during evening and weekend hours in the absence of other administrators. Includes such functions as the following:
 - 1) Coordinates flow of information and provides leadership to part-time instructors and staff members;
 - 2) Provides policy interpretations and decisions;
 - 3) Resolves conflicts related to room assignments and coordinates room reservation process;
 - 4) Handles emergencies that may arise, including security, injuries and emergency messages to students;
 - 5) Coordinates the student evaluation of evening part-time instructors;
 - 6) Develops, implements and coordinates staff development for college employees and provides orientation for part- time instructors.
- May participate in the development and implementation of location class/exam schedules with the assistance of other location administrators.
- Administers a budget for evening programs within allocation. Supervises clerical personnel assigned to that division.
- May maintain data and produce narrative and statistical reports related to Affirmative Action. Reviews hiring practices for compliance.
- Performs related duties as assigned.

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REPORTING RELATIONSHIP:

Varies to meet organizational needs.

MINIMUM EDUCATIONAL/SKILL REQUIREMENTS:

Master's degree or higher plus five years of experience in community college environment including teaching and supervisory experience or Bachelor's degree plus seven years of experience in community college environment including teaching and supervisory experience or Associate's degree plus nine years of experience in a community college environment including teaching and supervisory experience. Ability to utilize computer technology to access data, maintain records, generate reports and communicate. Requires advanced oral and written communication skills to effectively communicate the philosophy and policies of the DCCCD to 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. ***

revised: 06/27/02; ccp
revised: 04/2009 – adhoc – msv
revised: 08/2012 – emm
revised: 12/2016 - emm
ADA/tmm 04.12.19