

**RANGE N05**

**JTC NO. IAE  
FLSA EXEMPT Y**

**DALLAS COUNTY COMMUNITY COLLEGE DISTRICT  
JOB DESCRIPTION**

**JOB TITLE:** Assistant Dean, Continuing Education I

**DATE PREPARED:** Fall 1984

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

**GENERAL SUMMARY:**

Responsible for program development and administration for college Continuing Education Division. Recruits, selects and evaluates part-time non-credit instructors and assigned staff.

**PRINCIPAL DUTIES AND RESPONSIBILITIES:**

- Responsible for developing course schedules including: course selection; coordination of facilities; organization, production and distribution of class schedules, brochures and various forms of advertisement to increase student enrollment.
- Responsible for developing non-credit instructional programs through interpreting identified user needs and developing new courses or revising existing courses to meet those needs.
- Monitors budget within allocation.
- Participates in Coordinating Board certification process. Monitors courses where appropriate to assure program is in compliance with external agency certification requirements.
- Recruits, supervises and evaluates part-time non-credit instructors. Negotiates extra service contracts for instruction and coordinates student evaluation of instruction for non-credit courses.
- Selects, trains and evaluates assigned personnel.
- Responsible for auditing accuracy and completeness of enrollment data related to state funding requirements.
- Performs other duties as required.

**REPORTING RELATIONSHIP:**

Receive general supervision from the Dean of Career and Continuing Education. Second level supervisor is the Vice President of Instruction, may vary due to college hierarchy.

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**MINIMUM EDUCATIONAL/SKILL REQUIREMENTS:**

Bachelor's degree or higher and two years of experience in continuing education program development or administration, including supervisory experience **or** Associate's degree or higher plus four years of experience in continuing education program development or administration, including supervisory experience. Ability to utilize computer technology to access data, maintain records, prepare reports and communicate with others. Advanced oral and written communication skills to meet the varied needs of the student population, industry and community leaders and varying levels of DCCCD staff. The ability to provide quality 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: 04/2009 – revised  
revised: 08/2012 – emm  
revised: 12/2016 - emm  
ADA/tmm 04.01.19