

RANGE N05

**JTC NO. IAF
FLSA EXEMPT Y**

**DALLAS COUNTY COMMUNITY COLLEGE DISTRICT
JOB DESCRIPTION**

JOB TITLE: Assistant Dean, Continuing Education II

DATE PREPARED: Fall 1984

DATE REVISED: Spring 1991, Spring 2009; Summer 2012; Spring 2015

GENERAL SUMMARY:

Responsible for the day-to-day administration of a large continuing education division, including supervision of clerical personnel related to registration, record keeping and reporting functions.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

- Selects, supervises and evaluates clerical personnel responsible for registering students, maintaining records and generating reports to support state funding requirements. Additionally responsible for selection, supervision and evaluation of program directors.
- Resolves problems of moderate complexity related to class cancellations, room use conflicts, scheduling, etc.
- Administers assigned budget with allocation.
- Oversees catalog and schedule production.
- Evaluates course offerings to assure cost effectiveness. Monitors courses and instructors to assure compliance with state funding requirements.
- Participates in Coordinating Board certification process. Monitors courses where appropriate to assure program is in compliance with external agency certification requirements.
- Develops, revises and implements office procedures.
- Performs other duties as required.

REPORTING RELATIONSHIP:

Receives general supervision from a Dean of Career and Continuing Education. Second level supervision may be through the Vice President of Instruction or the President according to college hierarchy.

Assistant Dean, Continuing Education II

Page Two

MINIMUM EDUCATIONAL/SKILL REQUIREMENTS:

Bachelor's degree or higher plus three years of experience in continuing education administration including supervisory experience **or** Associate's degree plus five years of experience in continuing education administration including supervisory experience. Ability to utilize computer technology to access data, maintain records, generate reports and communicate with others. Requires well developed oral and written communication skills to interact with varying levels of DCCCD staff and a varied student population. 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 – adhoc – msv
revised: 08/2012 – emm
revised: 04/2015 – emm
revised: 12/2016 - emm