

RANGE N05

**JTC NO. IAO
FLSA EXEMPT Y**

**DALLAS COUNTY COMMUNITY COLLEGE DISTRICT
JOB DESCRIPTION**

JOB TITLE: Program Director, Career and Continuing Education

DATE PREPARED: Spring 1991

DATE REVISED: Spring 2009; Summer 2012; Spring 2015; Spring 2017

GENERAL SUMMARY:

Responsible for planning, designing, developing and implementing continuing education and vocational/technical programs. Work also includes scheduling courses, publicizing programs, determining appropriate instructional material, identifying potential instructors, scheduling facilities and related analyses activities.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

- Plans, designs, develops and implements Continuing Education courses; evaluates new and on-going courses; conducts community needs assessments and designs appropriate programs. Analyzes cost effectiveness of programs.
- Participates in developing the class schedule. Schedules courses, identifies facilities, assigns faculty and participates in the design, production and distribution functions.
- Interviews and makes recommendations for hiring of continuing education instructors; evaluates instructors' performance; negotiates salaries and develops employment agreements.
- Determines and recommends appropriate textbooks and other instructional materials for program use; monitors budget and related expenditures on a course-by-course basis.
- May supervise assigned clerical staff.
- May administer related grants. May include application, budget management, evaluation, record maintenance and periodic reporting.
- May be assigned responsibility for courses/programs assigned to permanent facilities. May include responsibility for scheduling of equipment, supervision of assigned staff and monitoring budget expenditures.
- Performs related duties as assigned.

REPORTING RELATIONSHIP:

Varies by location

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MINIMUM EDUCATIONAL/SKILL REQUIREMENTS:

Bachelor's degree or higher and two years of experience in working with continuing education programs including supervision plus two years of experience in field related to program area assigned or Associate's degree and four years of experience in working with continuing education programs including supervision plus two years of experience in field related to program area assigned. Knowledge of marketing strategies. Ability to utilize computer technology to access data, maintain records, generate reports and communicate with others. Proven oral and written communication skills to support continued interaction between the DCCCD and other organizations, business/industry, community groups as well as faculty and staff 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: 04/2009-ccp
revised: 08/2012 – emm
revised: 04/2015 – emm
revised: 1/2017 - emm
ADA/tmm 04.16.19