

RANGE N05

**JTC NO. IAW
FLSA EXEMPT Y**

**DALLAS COUNTY COMMUNITY COLLEGE DISTRICT
JOB DESCRIPTION**

JOB TITLE: Assistant Dean, Continuing Education &
Contract Training

DATE PREPARED: Fall 1998

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

GENERAL SUMMARY:

Responsible for program development and administration of continuing education and vocational/technical programs for College Office of Continuing Education and Contract Training Services. Work also includes scheduling courses, publicizing programs, determining appropriate instructional material, identifying potential instructors, scheduling facilities and related analysis activities.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

- Responsible for planning, designing, developing and implementing non-credit instructional programs through conducting community needs assessments, interpreting identified user needs and developing new courses or revising existing courses to meet those needs.
- Responsible for developing course schedules including: course selection; identification and coordination of facilities; assignment of faculty; organization, production and distribution of class schedules, brochures and various forms of advertisement to increase student enrollment.
- Determines and recommends appropriate textbooks and other instructional materials for program use.
- Recruits, supervises and evaluates non-credit instructors. Negotiates salaries and develops special employment agreement contracts for part-time instruction. Coordinates student evaluation of instruction for non-credit courses.
- Selects, trains and evaluates assigned personnel.
- Resolves problems of moderate complexity related to class cancellations, room use conflicts, scheduling, etc.
- Monitors budget within allocation. Monitors budget and related expenditures on a course-by-course basis.
- Evaluates course offerings to assure cost effectiveness. Monitors courses and instructors to assure compliance with state funding requirements.

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PRINCIPAL DUTIES AND RESPONSIBILITIES: - continued

- Participates in Coordinating Board certification process. Monitors courses where appropriate to assure program is in compliance with external agency certification requirements.
- Responsible for auditing accuracy and completeness of enrollment data related to state funding requirements.
- May administer related grants and/or training contracts. May include application/proposal preparation, 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 required.

REPORTING RELATIONSHIP:

Receives general supervision from the Associate Dean of Continuing Education. Second level supervisor is the Executive Dean of Workforce Development.

MINIMUM EDUCATIONAL/SKILL REQUIREMENT:

Bachelor's degree or higher plus two years of experience in continuing education program development or administration, including supervisory experience or Associates degree plus five years of experience in continuing education program development or administration, including supervisory experience. Knowledge of marketing strategies. 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. 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 – adhoc – msv
revised: 08/2012 – emm
revised: 04/2015 – emm
revised: 12/2016 - emm
ADA/tmm 04.01.19