

RANGE N05

**JTC NO. IBC
FLSA EXEMPT Y**

**DALLAS COUNTY COMMUNITY COLLEGE DISTRICT
JOB DESCRIPTION**

JOB TITLE: Emeritus Program Director

DATE PREPARED: Summer 2000

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

GENERAL SUMMARY:

Responsible for planning, designing, developing and implementing credit and non-credit program courses targeted specifically for the senior citizens community. Includes scheduling courses, publicizing programs, determining appropriate instructional material, identifying potential instructors and/or volunteers, scheduling facilities and related analyses activities.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

- Plans, designs, develops and implements credit and/or continuing education courses; evaluates new and on-going courses; conducts community needs assessments and designs appropriate programs. Analyzes cost effectiveness of programs.
- Works closely with Divisions and Continuing Education Department to broaden the scope of the program offerings and creating innovative course offerings which ensure client needs are being met.
- Recruits students/prospective students from the college service area. Publicizes program services through public and private information sources. Responsible for maintaining database of student population served.
- Schedules courses, identifies facilities, assigns faculty/volunteers; participates in developing the class schedule; may participate in the design, production, and the distribution of the class schedule.
- Identifies, interviews, and hires instructors and/or volunteers; evaluates instructors' performance; negotiates salaries and develops employment agreements.
- Acts as liaison between the DCCCD and the community, including but not limited to, retirement centers, community centers, city officials; may serve on various campus/community committees to maintain network links in benefit of the Emeritus program.
- Monitors assigned budget and related expenditures.
- Hires, trains, and evaluates assigned staff.

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PRINCIPAL DUTIES AND RESPONSIBILITIES: - continued

- 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 meet location needs.

MINIMUM EDUCATIONAL/SKILL REQUIREMENTS:

Bachelor's degree or higher plus three years of experience in working in administrative development and program planning including supervision plus two years of experience working with senior citizens or Associate's degree plus five years of experience in working in administrative development and program planning including supervision plus two years of experience working with senior citizens. 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. ***

ccp - 06/08/00
revised: 04/2009-ccp
revised: 08/2012 - emm
revised: 04/2015 - emm
revised: 12/2016 - emm
ADA/tmm 04.12.19