

RANGE N05

**JTC NO. IBI
FLSA EXEMPT Y**

**DALLAS COUNTY COMMUNITY COLLEGE DISTRICT
JOB DESCRIPTION**

JOB TITLE: Director, College Programs

DATE PREPARED: Spring 2001

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

GENERAL SUMMARY:

Responsible for planning, developing, designing and implementing specific college programs, courses, seminars or any other activities necessary to achieve assigned program objectives. Activities are designed to target a specific audience in order to achieve one or all of the following: forming educational partnerships, supporting college recruitment efforts, increasing enrollment and retention, promoting the college to surrounding area, orienting current and potential students, providing professional development opportunities for instructors, achieving community outreach, and/or achieving other objectives depending on assigned program.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

- Plans, designs, develops and implements specific college programs; evaluates new and on-going programs; conducts community needs assessments and designs appropriate programs. Analyzes cost effectiveness of programs.
- Works closely with Instructional Divisions, Continuing Education Departments, and/or any other campus department in order to broaden 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, develops curriculum, identifies facilities, assigns faculty/volunteers; participates in developing the class schedule; participates in the design, production, and the distribution of the class schedule. May participate in on-site student testing and registration.
- Identifies, interviews, and hires instructors and/or volunteers; evaluates instructors' performance; negotiates salaries and develops employment agreements.
- Participates with internal and external individuals and agencies to develop and coordinate programs, seminars, courses, or other activities.
- Monitors assigned budget allocation.

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PRINCIPAL DUTIES AND RESPONSIBILITIES: - Continued

- Hires, supervises, evaluates and trains assigned staff such as adjunct instructors or clerical staff.
- May administer related grants. May include application preparation and submission, budget management, evaluation, record maintenance and periodic reporting.
- May be assigned responsibility for courses/programs assigned to permanent facilities. May including responsibility for scheduling of equipment, supervision of assigned staff and monitoring budget expenditures.
- Performs other duties as assigned.

REPORTING RELATIONSHIP:

Varies to meet organizational needs.

PHYSICAL EFFORT REQUIRED:

May occasionally be required to lift and carry materials weighing up to 20 lbs.

MINIMUM EDUCATIONAL/SKILL REQUIREMENTS:

Bachelor's degree or higher plus three years of experience in program development and planning, including supervision plus two years of experience working in the specific program area assigned or Associate's degree plus five years of experience in program development and planning, including supervision plus four years of experience working in the specific 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 in order 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. ***