

RANGE N05

**JTC NO. TU1
FLSA EXEMPT Y**

**DALLAS COUNTY COMMUNITY COLLEGE DISTRICT
JOB DESCRIPTION**

JOB TITLE: Coordinator, Evening and Weekend Instruction

DATE PREPARED: Fall 1998

DATE REVISED: Fall 2002; Fall 2005; Spring 2009; Spring 2010; Summer 2012; Fall 2016

GENERAL SUMMARY:

Responsible for coordinating the evening and weekend activities of the college including credit and non-credit instructional programs and special events. Requires thorough knowledge of the philosophy and the policies and procedures of the DCCCD, as well as the facilities and protocol of the campus.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

- Provides coordination and decision making during evening and weekend hours. Includes such functions as: coordinates the flow of information and official documents between evening/weekend instructors and instructional departments, faculty chairs and Executive Deans; provides guidance and assistance to part-time instructors and staff members; provides policy and procedure information and decisions; resolves conflicts related to room assignments and facilities usage; handles emergencies that may arise including security issues, injuries, relaying emergency messages to students and instructors, and preparing reports of student/faculty grievances; and coordinates the student evaluation of evening and weekend part-time instructors.
- Designs, implements and coordinates staff development programs and activities, and provides orientation for part-time instructors regarding DCCCD policies and procedures and campus facilities, protocol and services.
- Participates in planning and evaluation of evening and weekend instructional services.
- Prepares statistical reports and maintains files.
- Manages and monitors a budget for evening and weekend instructional services within allocation and confers with supervisor as necessary.
- Selects, trains, supervises and evaluates assigned personnel.
- Performs related duties as assigned.

REPORTING RELATIONSHIP:

Varies to meet organizational need.

Coordinator, Evening and Weekend Instruction
Page Two

PHYSICAL EFFORT REQUIRED:

Works with light material requiring little physical effort.

MINIMUM EDUCATION/SKILL REQUIREMENT:

Bachelor's degree or higher plus three years of supervisory experience preferably in a community college or university environment. Ability to utilize computer technology to access data, maintain records, generate reports and communicate. Requires advanced oral and written skills to effectively communicate the philosophy and policies of the DCCCD to individuals from diverse backgrounds. The ability to provide quality customer service. Official transcripts will be required. *** Will be subject to a criminal background check. Some positions may be subject to a fingerprint check. ***

10/12/98:rpg
ccp: 08/23/02; ccp
revised: 09/01/05 -rje;ccp
revised: 09/2008-rje-ccp
revised: 04/2009-ccp
adhoc:05/2010 rrg
revised: 08/2012 - emm
revised: 12/2016 - emm
ADA/tmm 04.03.19