

**RANGE N05**

**JTC NO. TV2  
FLSA EXEMPT Y**

**DALLAS COUNTY COMMUNITY COLLEGE DISTRICT  
JOB DESCRIPTION**

**JOB TITLE:** **Coordinator, Continuing Education & Workforce  
Development**

**DATE PREPARED:** **Spring 1999**

**DATE REVISED:** **Fall 2005; Fall 2008; Spring 2009; Summer 2012; Summer  
2013; Fall 2016**

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**GENERAL SUMMARY:**

Serves as a program manager in the area in which the job is assigned. Responsible for the day to day operations of a program area(s) within the Continuing Education Division and Workforce Development Division.

**PRINCIPAL DUTIES AND RESPONSIBILITIES:**

- Responsible for managing support processes of course preparation (from development to implementation), instructor preparation (from hiring to classroom), and student registration functions.
- Responsible for developing course schedules including course selection, coordination of facilities, organization, production and distribution of class schedules, brochures and various forms of advertisement to increase student enrollment.
- Monitors course files to insure complete data in areas such as class rolls, outlines, instructor certification, and course numbers to provide factual reporting.
- Establishes and maintains partnerships with community business/organizations and other entities to leverage resources to support and market the assigned program. May develop presentations in areas of specialization, advise students, and complete special projects as needed/assigned.
- Assembles project teams, assigns individual responsibilities, and develops project schedules. Keeps management abreast of project status and/or problems.
- Evaluates enrollment and makes decisions regarding class status (continuation or cancellation).
- Directs, plans, prioritizes, and implements support staff initiatives and daily operations.
- Assist with contract production and general accounting functions.
- Manages assigned budget within allocation. Assists with the preparation of grants and proposals.

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**PRINCIPAL DUTIES AND RESPONSIBILITIES: - continued**

- Supervision: Responsible for the selection, training, coaching, evaluation and development of assigned staff.
- Performs related duties as assigned.

**REPORTING RELATIONSHIP:**

Varies to meet the need of the organization.

**PHYSICAL EFFORT REQUIRED:**

Works with light, easy to handle materials requiring little physical effort.

**MINIMUM EDUCATIONAL/SKILL REQUIREMENTS:**

Bachelor's degree or higher and four years of related work experience **or** Associate's degree and six years of related work experience. Must have one-year supervisory experience with full time staff. Advanced 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 students and to interact with varying levels of DCCCD staff and individuals from diverse backgrounds. Strong knowledge and experience in 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. \*\*\*

03/23/99:rpg  
revised: 09/01/05 – rje:cep  
revised: 04/2009-cep  
revised: 08/2012 – emm  
revised: 07/2013 – emm  
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ADA/tmm 04.03.19