



Job Description

Job Title: Founding Dean-ECE Baccalaureate Institute

JTC: ARO

Salary Range: E11

FLSA: Exempt

Since 1965, we have served more than 3 million students. Dallas County Community College District (DCCCD) is one of the largest community college systems in the state of Texas, which includes seven independently accredited colleges located around the Dallas/Fort Worth area.

POSITION SUMMARY

DCCCD seeks a dynamic, visionary leader to serve in an initial leadership role to assist in the creation of the Early Childhood Education (ECE) Baccalaureate Institute. The Founding Dean will serve a one to two-year term to provide academic and administrative leadership and direction for the new program and be the primary representative of the program. The new Institute is being created with the support of leaders throughout the region to address the critical shortage of highly qualified early childhood educators that is contributing to poor educational achievement and persistence of poverty.

The Founding Dean will coordinate academic advancement activities within the College associated with the Early Childhood program, including activities related to SACSCOC accreditation, participation in district-wide planning and management activities; enhance and promote the program's instructional areas, support faculty development, seek and facilitate additional school partnerships, and develop new initiatives to meet emerging needs of the greater Dallas County region.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

A knowledgeable, skillful and innovative leader who will collaboratively manage a complex set of institutional challenges and issues, making difficult decisions focused on moving the district forward in a productive and sustainable way that continues to promote success. Demonstrated success as a teacher and scholar in a recognized college or university. Success in development of and engagement with interdisciplinary programs. A demonstrated understanding and involvement in Early Childhood, K-12, or higher education policy. Knowledge of relevant education laws (e.g., FERPA, Title IX, Clery Act, etc.)

Experience in an outcome based, assessment-rich, educational, corporate, or non-profit institution. Must have patience and tolerance for ambiguity and change. Evidence of leadership in the development of new programs that promote success and in building teamwork and a shared vision. Proven successful program management experience with the ability to prioritize assignments and pay attention to detail.

An ethical, visible leader who has the ability to develop and maintain a high level of trust and respect throughout the district and the community. Ability to establish and maintain partnerships with internal/external constituents and stakeholders within the DCCCD network community including business, industry, other higher education institutions and community organizations. A strong commitment and demonstrated success in cultivating, nurturing and maintaining a culture of diversity and equity as a means to accomplish DCCCD's vision, mission and goals. Must have passion, idealism,



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integrity, a positive attitude, be mission-driven and self-directed. Ability to work with faculty and staff from diverse cultures and nationalities and across disciplinary lines. Ability to work cooperatively within a team environment.

Must have the ability to develop and model ideas and strategies and the confidence to bring ideas and strategies to fruition. Must have strong project management and organizational skills, flexible with a sense of urgency in prioritizing assignments with the ability to manage a budget. Successful team building skills with diverse constituencies at multiple levels of operation, i.e. community, county, and state levels. Dynamic and inclusive teaching skills supporting success for diverse students. Success in leading complex initiatives.

Must have excellent presentation, oral and written skills and the ability to deliver clear and effective messages to influence and engage key stakeholders and a diverse DCCCD network community. Must be able to provide excellent customer service.

PHYSICAL REQUIREMENTS

Normal physical job functions performed within a standard office environment. Reasonable accommodations may be made to individuals with physical challenges to perform the essential duties and responsibilities.

MINIMUM KNOWLEDGE AND EXPERIENCE

Master's Degree in relevant subject matter plus five (5) years of experience in a leadership role focused on bringing systemic change. . Ph. D degree from an accredited institution in an appropriate field related to Education is preferred, but not required. Experience in an international and/or a multilingual environment is preferred. Public school experience as a teacher and/or administrative capacity a plus.
****Will be subject to criminal background. Some positions be subject to a fingerprint check. ****

ESSENTIAL DUTIES AND RESPONSIBILITIES

Responsible for consulting, planning, developing, and implementing programs/activities for the development of the Baccalaureate Institute. Provides leadership, guidance, and direction to various councils such as faculty and committees involved with curriculum development and program performance. Prepares comprehensive analytical reports using quantitative and qualitative data as needed for senior executives and/or Board of Trustees.

Consults with faculty to evaluate existing activities and discuss areas of improvement for future development and growth. Acts as the internal content-expert for design and implementation of the Early Childhood Curriculum. Leads SACSCOC accreditation activities, engages potential partners; works with Coordinating Board of Texas and Department of Education for Financial Aid to ensure compliance with regulations. Responsible for bringing multiple departments/ resources together with a unified brand, common policies and procedures, and a united voice with the internal and external community DCCCD community network. Solves problems by proactively gathering the right data from appropriate sources, probing all facts, considering other perspectives; recommending alternatives or solutions.



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Builds and maintains effective and constructive working relationships, partnerships or networks of contacts with people who are, or might be, instrumental in achieving work-related goals. Applies sound project management skills to produce the agreed upon deliverables on time and according to specification. Addresses project scope creep, objections and related issues, inter team and interpersonal dynamics and other delivery issues that could impact profitability, feasibility, relationships, etc. Serves as curriculum consultant in program development, providing recommendations on the subject/topics.

Responsible for assessing staffing needs, developing accreditation plan and timeline in addition to developing faculty, library, and learning resource plans. Responsible for developing the initial student recruitment plan and for developing a student support plan including facility and learning spaces, etc. Develops program specifics such as admission requirements, acceptance criteria, and curriculum framework, etc.

Researches, analyzes and maintains information needed for instructional and/or administration purposes, prepares a variety of reports and makes presentations. Provides clear verbal and written direction for academic innovation and improvement of student success outcomes by working with faculty and staff.

Responsible for the recruitment and supervision of recruiting faculty and administrators.

Performs other duties as assigned.

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job and shall not be construed as a declaration of the total of the specific duties and responsibilities of any particular position. Incumbents may be directed to perform job-related tasks other than those specifically presented in this description. Position requires regular and predictable attendance.