



## Job Description

**Job Title: Dean of- Instruction**

**JTC: AE5**

**Salary Range: E04**

**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

Responsible for the strategic planning and promote creative ideas that enable the student services division and other organizations to be more productive, efficient and continuously improve student services and retention. Responsible for fiscal/budgetary issues and faculty workload, and the delivery of academic programs and student activities.

### REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Academic leader with a track record of effective academic and administrative experiences in developing strategies to achieve educational goals/objectives and maintain high standards in academics and teaching processes. A visionary and strategic thinker with demonstrated collaborative and administrative accomplishments.

Academically and experientially qualified to accomplish the vision, mission, and goals of a division, and expected program outcomes; demonstrated distinguished record of academic leadership and accomplishments in teaching, scholarship, and service at a college or university level. Complies with local and regional educational regulations and accreditation requirements.

Ability to maintain effective communication between students and faculty within a division and/or college, other academic personnel and external community stakeholders. Experience in shared governance with excellent interpersonal communication and problem-solving skills, and commitments to cultural diversity and inclusion. Demonstrated understanding of the educational, cultural and social needs of a diverse student population.

Demonstrated experience in developing and implementing curricula and programs. Keeps up-to-date on latest trends within the academic community. Strong work ethic and self-starter with ability to manage and prioritize multiple assignments. Experience in operational planning, policy development, and outcome/needs assessment. Demonstrated commitment to student success.

Must have excellent presentation, written and oral communication skills to be able to interact with a diverse, multi-cultural DCCCD community network. Demonstrated experience and commitment to customer service with continuous focus on improvement.

## 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 related field plus three (3) years of experience in higher education with three (3) years of teaching experience. Official transcripts are required. \*\*\*Will be subject to a criminal background check. Some positions may be subject to a fingerprint check. \*\*\*

## ESSENTIAL DUTIES AND RESPONSIBILITIES

Responsible for the overall planning, staffing, budgeting and supervision of full-time and part-time personnel assigned to instructional support programs which serve all instructional divisions. This includes such programs as Educational Computing, the Adult Resource Center, the Multicultural Center, Honors Program, Evening and Weekend Division, etc.

Develops, implements, manages and evaluates a large variety of diverse programs in support of instruction which provide services to all instructional programs of the college. Assesses needs; supervises and coordinates development, implementation and evaluation of programs and curricula.

Responsible for the supervision and evaluation of all full-time/part-time staff assigned to program areas. Responsible for budget development, planning and allocation of funds and personnel to assigned divisions.

Provides administrative assistance to the Vice President of Instruction regarding operation of the instructional programs. Performs initial research; solves recurring problems and refers unusual situations to supervisor.

Participates in identification and development of grant applications. Provide administrative assistance to the Vice President of Instruction. Must complete required DCCCD Professional Development training hours per academic year. Must have solid listening, oral and written communications to communicate with a diverse array of stakeholders and constituents within the DCCCD community network.

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.*