



## Job Description

**Job Title: Assistant Director – Special Populations**

**JTC: CCR**

**Salary Range: N07**

**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

Provides assistance to achieve the organizations administrative, academic, student support and/or community relations goals.

### REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Responsible for providing guidance and leadership in planning the day-to-day activities of assigned organization. Collaborates with stakeholders to implement/improve processes and procedures in order to meet the mission and goals of the institution or organization. Additional work will vary according to the assigned department.

Must have strong interpersonal, organizational, time management and problem-solving skills as well as the ability to prioritize, plan and lead projects as assigned. Identifies problems and determines the best solution, working to resolve the issue(s).

Able to develop strong working relationships with team members, key stakeholders, internal and external constituents from diverse backgrounds in order to meet business needs. Provides guidance and support to employees to improve the value of the organization and create a positive work environment.

Ability to adapt to changes in work environment, work priorities, organizational and/or customer needs. Plans, organizes and schedules staff and tasks effectively to achieve objectives. Adheres to institutional and/or the organization's policies and procedures.

Uses multiple methods to communicate information and chooses method that is appropriate to the audience. Maintains confidentiality and high ethical standards.

### 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

Bachelor's degree or higher in related field plus three (3) years of related work experience. Valid driver's license is required due to travel throughout the DCCCD area to all college and offsite locations. Official transcripts are required. \*\*\*Will be subject to criminal background and/or fingerprint check.\*\*\*

## ESSENTIAL DUTIES AND RESPONSIBILITIES

Provide program implementation, management, outreach and recruitment of special populations including adult education and literacy and basic language development throughout the district and through grant funding streams. Maintain grant performance management, data and reporting to ensure compliance. Leads projects and grant proposals that incorporate the development of logic models, framework and timeline toward implementation.

Collaborates with campus locations, Workforce Solutions Greater Dallas, state agencies, community and employer partners to execute programming and provide customized education and training to adult student populations. Research, gather, maintain and analyze program data; develops strategies to solve problems and establish and evaluate improvements to achieve organizational goals. Provide internal and external audit reports and assists with budget management and special funding requirements reporting for all DCCCD AEL college grant programs and THECB Accelerate TX CRSM grant programs.

Builds close relationships with internal and external partners to maximize resources and services provide adult education services across eight campus locations and multiple external program sites off-campus. Works to build and support existing partnerships that leverage resources and builds capacity to meet strategic goals. Develops strategic plans connected to the institution and grant outcomes, establishing timelines, identifies performance objectives and creates logic models for group discussion.

Builds budget or cost per student model to support and define project. Conduct grant writing and research to identify external funding and renew current funding associated with department and the adult education population and workforce development. Supervise grant documents and data team through state data systems. Measures performance through achievement of outcomes and adjusts as needed.

Stay abreast of changing state and federal regulations specific to adult education and informs and directs the district programs to remain compliant. Must complete required DCCCD Professional Development training hours per academic year. Must have excellent communication skills and the ability to interact with diverse internal/external stakeholders and constituents within the DCCCD community network.

Supervise full time staff.

Performs other duties as required.

*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 position. Incumbents may be directed to perform job-related tasks other than those specifically presented in this description.*