



Job Description

Job Title: Managing Director-Career Connected Learning

JTC: CCV

Salary Range: N08

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 directing the activities of a specific department or organization ensuring business goals and objectives meet the vision, mission and goals of the district.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Knowledge, skills and ability to manage the activities and productivity of a department or organization. Ability to think strategically and innovatively creating realistic plans and workflows. Ability to manage teams to achieve challenging deliverable objectives to meet the vision, mission and goals of the organization/district. Must be able to comply with district policies/procedures as well as applicable local, state and federal rules and regulations.

Must be able to implement new and/or improve existing processes that impact organizational performance and customer satisfaction. Ability to stay abreast of new trends and best practices in area of responsibility incorporating new facts and ideas into business processes; open to change and applies creative thinking to develop solutions based on new methods and technologies.

Ability to build and maintain collaborative work relationship with diverse, multicultural individuals internal and external to the organization. Ability to use independent judgement as well as the ability to work collaboratively in a team environment. Able to network with potential clients and/or stakeholders in order to acquire new and innovative business tactics and ideas. Ability to represent the organization to key stakeholders, the public and business partners.

Must have well developed skills in prioritizing, organization, decision-making and time management. Must be able to use appropriate managerial skills to provide staff with the tools, resources and materials necessary to meet the goals of the organization. Must be results oriented in addition to having strong business-development skills and the ability to interact with diverse, multicultural clients, stakeholders and constituents, both internal and external to the district.

Must be an effective communicator with outstanding interpersonal, written, verbal and presentation skills as well as excellent leadership and customer service skills, management experience and the ability to motivate employees.



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 plus five (5) years of work related experience. Official transcripts required. Must have valid driver's license. *** Will be subject to a criminal background check. Some positions may be subject to a fingerprint check. ***

ESSENTIAL DUTIES AND RESPONSIBILITIES

Responsible for the oversight of career connected learning including the creation of a comprehensive process for assessing, verifying, and articulating internship programs, pre-apprenticeship programs, Parent Promise, Opportunity Youth and employer partnerships for Dallas College students. Ensures compliance with federal, state, and local laws/regulations, institutional policies and guidelines. Stays up to date on best practice related to internships and other employer youth programs through professional development activities.

Create and deploy new systems, procedures, processes, and supporting documentation for Prior Learning Assessment (PLA) and CPL in order to advance the vision and mission of Dallas College. Facilitate development of educational career pathways with constituents to ensure programmatic and optimal educational needs are met. Work closely with campus leadership to ensure consistency and ease-of-access for all students across all academic areas of the college. Serves as the final arbiter of decisions regarding prior learning assessment, internship, pre-apprenticeship programs, etc.

Build and maintain collaborative working relationships with diverse internal/external stakeholders and constituents within the Dallas College community network in order to create consensus and buy-in for internships, pre-apprenticeship, Parent Promise & Opportunity Youth initiatives and opportunities. Trains and directs campus internship coordinators and serves as the Dallas College expert.

Identify and analyze data regarding accreditation and THECB requirements regarding the awarding of credit for prior learning assessments, internship, pre-apprenticeship, Parent Promise & Opportunity Youth programs. Create internship processes that are learner-friendly and easy to navigate by all users from a variety of backgrounds, cultures, and socio-economic circumstances. Create systems that are equitable and accessible for all learners and coaches team members to encourage, embrace and appreciate diversity.

Utilizes excellent interpersonal, listening, oral and written communication skills in order to communicate effectively with a diverse internal/external stakeholders and constituents within the DCCCD community network. Must complete required DCCCD Professional Development training hours per academic year. Provides exemplary customer service.

Performs other job 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.