



Job Description

Job Title: Senior Director-Adult Education & Literacy

JTC: AQD

Salary Range: E05

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 leading the operations of an organization, ensuring business goals are achieved by applying business strategies and developing organizational objectives.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Must be able to provide leadership, oversight and accountability for the operational effectiveness and efficiency of an organization to achieve its mission and goals. Understands and keeps abreast of applicable laws, regulations and government requirements and their impact on the business ensuring compliance through effective procedures, policies and practices.

Ability to manage complex projects; plan and evaluate processes or programs; examine and re-engineer operations; formulate policy, develop and implement new strategies and procedures. Ability to provide strategic direction by identifying actions necessary to achieve task(s) completion and obtain results meeting timelines, quotas, budget, performance goals, etc. Able to collaborate with leadership and/or stakeholders regarding ways to improve the functionality of the organization in the best interest of the district.

Must have strong leadership and interpersonal skills and the ability to work effectively with diverse cultures and populations. Able to manage internal and external relationships in ways that promote the best interest of all stakeholders. Ability to sustain and improve the work environment in the face of change and environmental challenges. Understands and effectively manages group dynamics and ambiguity; maintains confidentiality; acts ethically and with integrity.

Ability to seek ways to proactively improve organizational processes and outcomes by being objective, fairly evaluating different components and aspects of a situation; maintaining a balance between the goals of the organization and those of the district. Recommends policy/procedural changes to support business needs.

Ability to manage and impart information to a diverse district-wide community working cross-functionally with other constituents to implement operational strategies and document new processes to improve the customer experience.

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 plus three (3) to five (5) years of experience in related field. Official transcripts are 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 development, implementation, evaluation and marketing of adult education and literacy programs throughout the district and Dallas County. Responsible for developing and managing community activities and economic development projects with county Chambers, community agencies and educational institutions. Keeps up-to-date on best practices and trends in adult learning services through professional development activities.

Identify funding initiatives through research and grant writing. Coordinates special projects and initiatives related to adult learners such as technical training certifications, citizenship, college readiness, etc. Assesses problems as they occur, i.e., identify causes, gather and process relevant information, generate possible solutions, make recommendations to resolve the issue.

Commitment to diversity and to serving the needs of a diverse DCCCD community network population. Develops and maintains community partnerships with diverse stakeholders and constituents on economic development projects. Forges cooperative endeavors with constituents by serving on boards, task forces and committees throughout Dallas County.

Responsible for the accuracy of all programmatic and financial reports including, budget expenditures and services provided within the federal and state audit guidelines. Develops and maintains strong ties with state and federal agencies, local organization and industries, and community leaders to promote the services of DCCCD. Designs and executes a staffing plan to meet requirements through selection, training, coaching, development, evaluation and supervision of assigned staff.

Ensures program activities operate within the policies/procedures of the organization and comply with all relevant legislation and professional standards. Oversees the development, collection and maintenance of records for statistical purposes according to the confidentiality/privacy guidelines of the district. Utilizes exceptional interpersonal, presentation, verbal and written communications skills when interacting with diverse individuals, groups and organizations.

Responsible for the development, allocation and management of a six-million-dollar annual budget district-wide. Supervises approximately 6-8 employees.

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.