



Job Description

Job Title: Associate Director – Curriculum Management

JTC: APV

Salary Range: E02

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 business operations and financial administration of the organization. Provides project strategy, resource planning, coordination and execution of projects and analytics.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Experience to organize, plan and direct the daily activities of a department or organization. Advanced knowledge to develop, manage and implement departmental processes and procedures to meet vision, mission and goals of the organization. The ability to drive implementation of key initiatives following policies and procedures of the district and organization.

Ability to solve complex problems and deal with a variety of concrete variables in situations where only limited standardization exists. Provide leadership that encourages employee productivity and efficiency. Advanced experience developing both short- and long-term strategies that meet business needs. The ability to lead committees and task forces to improve service and quality.

Develop and maintain constructive and cooperative working relationships with individuals of diverse backgrounds, both internally/externally, within and outside of the organization, with representatives of the community, employee and public interest groups to meet the business needs. Excellent interpersonal skills that are demonstrated by being articulate, direct and forthright, and serving as a collaborative and decisive team member and a strategic thinker with a broad perspective.

The ability to make clear, consistent, transparent decisions, acts with integrity in all decision making and distinguishes relevant from irrelevant information making timely decisions. Demonstrated organizational skills in planning, directing and prioritizing multiple and complex assignments and projects. Ability to manage multiple matters simultaneously and to respond to rapidly shifting priorities or challenging situations. Knowledge and experience of forecasting and managing the budget.

Ability to maintain confidentiality and has high ethical standards. Strong verbal and written communication skills, with the ability to present and communicate with multiple levels in a multi-cultural community. Strong knowledge and experience in providing effective 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 or higher in related field plus two (2) years of experience working in related field. Must have valid driver's license for offsite travel. Official transcripts will be required. *** *Will be subject to a criminal background check. Some positions may be subject to a fingerprint check.* ***

ESSENTIAL DUTIES AND RESPONSIBILITIES

Position is responsible for providing leadership and vision to the ongoing design, development, re-development and evaluation of the curriculum programs within the Dallas County Community College District. Responsible for measuring and monitoring the effectiveness of curriculum, learning resources and assessments and for creating strategies for improvement. In collaboration with the academic leadership, faculty, instructional designers, and other stakeholders, position leads continuous efforts to develop, guide, and support curricular innovation, including the development of new courses to improve student outcomes. Position is accountable for the on-time delivery of high-quality curriculum and other district/college initiatives as assigned.

Monitors curriculum development status and progress and identifies and removes barriers to keep production on schedule. Defines and document processes/procedures ensuring curriculum is instructionally sound, meet the intended learning objectives, and meet overall quality standards. Actively pursues opportunities to learn best practices in curriculum development through professional development and other learning resources and make recommendations consistent with the DCCCD's mission and overall academic goals.

Position has an active presence on program advisory boards and other councils lending support and information regarding curriculum development and other related initiatives/issues. Acts as liaison for DCCCD to ensure compliance with DCCCD policies/procedures, Texas Higher Education Coordinating Board (THECB), Southern Association of Colleges and Schools Commission on Colleges (SCSAC), Texas Common Course Numbering System (TCCNS), state, local and federal educational agencies and external institutions of higher education. Builds relationships characterized by trust and shared commitment to a common mission and goals with diverse, multi-cultural individuals within the DCCCD community network.

Ability to make creative connections between different academic disciplines, supporting and promoting interdisciplinary curriculum initiatives. Responsible for actively contributing to reaccreditation efforts, program approvals, and other tasks necessary to maintain accreditation for academic programs and the institution. Prioritize, manage, and accurately complete tasks within prescribed timeframes, adapting to changes in processes, policies and procedures as needed.

Strong organizational skills, attention to detail and accuracy is critical; a self-starter capable of working independently and as a collaborative team member with diverse groups from all organizational levels. Delivers trainings and presents information to diverse groups internally and externally.



Must complete required DCCCD Professional Development training hours per academic year. Must have excellent listening, oral and written communications to communicate with a diverse array of stakeholders and constituents within the DCCCD community network. Supervises two (2) or more full-time or full-time equivalent employees. Budget of approximately \$183,002.

Performs other related 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.