NORTHEAST TEXAS COMMUNITY COLLEGE

JOB DESCRIPTION

Associate Dean of Outreach Services/CIS Executive Director

Department: Student and Outreach Services
FSA Status: Exempt
Grade/Level: Admin/Prof Classification II-G
Work Schedule: Monday - Thursday 8AM - 6PM
                        Friday 8AM - 12PM
                        Or as assigned by the supervisor

Job Status: Full Time
Reports To: Vice President for Student and Outreach Services
Amount of Travel Required: As needed
Positions Supervised: See below
Contract Length: 12 months

PURPOSE:

The Associate Dean of Outreach Services/Executive Director of CIS provides leadership for Communities In Schools, Adult Education, 21st Century, Upward Bound, Mentoring Program and all other Outreach Services programs and P-16 initiatives of the college. All program directors and all CIS, 21st Century and Upward Bound coordinators, report directly to this position.

This position, which reports directly to the Vice President of Student and Outreach Services, is also charged with assist the Vice President in ensuring that the college delivers on its primary mission to serve as a comprehensive community college in providing educational, community, and student services, to improve the quality of life for all the residents in the college service area. The Associate Dean/ED of CIS also assumes the leadership role in the identification and acquisition of various funding sources to support the outreach efforts of the college.

MAJOR RESPONSIBILITIES:

- Plan, develop, and administer a dynamic, balanced, and comprehensive program of adult basic education/literacy (ABE), GED preparation, English as a Second Language (ESL), citizenship, family literacy, workplace literacy, youth services public school relations, and related P-16 programs throughout the college service area that reflects community interests, needs, and expectations;
- Assist the Vice President in consulting with students and in creating a seamless operation between student and outreach services, including the coordination of cross training initiatives to ensure that program directors and staff can effectively assist the college with recruitment, admissions, testing, financial aid and advising activities, especially during registration;
- Seek sources of external funding for these programs on a routine basis through grant writing, fundraising, and contractual services;
- Assist with developing and fostering contract/partnership agreements and serving as a liaison between the college and school district officials, community service agents, state/federal agency personnel, business and industry representatives, workforce solution boards, and local governmental officers regarding these programs;
- Work closely with the staff and the public information officer to coordinate the promotion and publicity for these programs throughout the district via various media, ensuring all potential users receive important information in a form understandable to them.
- Prepare budget reports, establish clear audit trails, allocate funds to meet program objectives, and develop a system to track grant compliance, including preparation for monitoring visits from TEA, DOE and other state and/or federal agencies.
- Provide leadership, motivation, and supervision to the staff.
• Provide the entire staff with professional development opportunities to assist them in developing programs strategies appropriate for meeting the various needs of students;

• Meet regularly with the program staff, individually and as a group, to establish ongoing communication, to involve them in planning and delivering quality and rewarding services and/or programs and to keep them informed of changes or additions to policies and procedures identified by such entities as the college, the State CIS office, TEA, DOE and other state and federal funding agencies.

• Evaluate the directors, coordinators, and the overall program, including program impact on student outcomes and submit annual performance reports to the Vice President for Student and Outreach Services and funding agencies.

• Maintain awareness of current research, legislation, regulations, and trends in these program areas, and attend workshops, conferences, and meetings when appropriate;

• Coordinate the development and compliance of policies and procedures for the proper implementation of all programs;

• Establish rapport and strong communication links between CIS, Upward Bound, 21st Century, other P-16 initiatives, public school personnel, community leaders, and public agency officials.

• Link with state agency administrators in Austin to assure appropriate delivery of educational and social services to at-risk youth and their families.

• Establish and maintain a formal relationship with the CIS Advisory Board, prepare agendas and reports for board meetings with the Board Chair, and keep the college president, the Foundation Board of Directors, and the CIS Advisory Board informed of all major program activities, issues, and concerns regarding CIS.

• Utilize input and guidance from the Advisory Board to monitor, evaluate, and redirect program activities as necessary. Assist the Board Chair in appropriately utilizing board resources.

• Lead the development of a strategic plan for public relations, resource development, and major program operations.

• Arrange Board development training, and assist the State Office in identifying local training needs.

• Attend executive director meetings sponsored by the State CIS office to assure the appropriate delivery of educational, health, and social services to at-risk youth and their families.

• Supervise the renewal of the annual program application, preparation and submission of the budget according to prescribed legislative allocation.

• Interview and recommend quality staff for employment, and identify space for program implementation.

• Insure that program management goals and objectives are achieved according to funding mandates and the Board's constitution and by-laws.

• Assist the local staff and the State CIS office in identifying unique and innovative programs that will increase the quality of services to program participants. Serve as an active member of Student/Outreach Administrative Council and on other committees and task forces as needed, and

• Perform other duties as assigned by the Vice President for Student and Outreach Services.

POSITION CHARACTERISTICS:

• Extensive knowledge of program planning, development, management, and evaluation

• Ability to coordinate multiple projects simultaneously is extremely important

• Excellent budget management

• Good grant-writing skills are required.

• Familiar with strategic planning and be able to set priorities and specific goals this person needs ability to

• Supervise, develop plans of action, train, evaluate, and motivate staff

• High level of analytical reasoning, original thinking, and creativity

• Visionary and have excellent leadership, problem-solving, decision-making skills, and speaking skills

• Interacts with numerous external constituents as well as various internal entities to create a full, well-rounded program of special services for students who are educationally and/or economically disadvantaged and youth who are at-risk of dropping out of school
Because this position involves considerable contact with various constituencies in the establishment of partnership agreements and good working relationships, the ability to effectively interact with and influence others is required.

ADDITIONAL ESSENTIAL POSITION FUNCTIONS:

- May exceed 40 hours per week on a consistent basis, including evenings and weekends.
- Visible and available on campus during the standard 40 hour work week.
- Available as necessary via phone, email and text including evenings and weekends.

QUALIFICATIONS:

- Bachelor’s degree in counseling, education, administration, or a related field
- Master’s degree is required with a Doctorate preferred.
- Five or more years of experience in community college administration and teaching are required, including experience in most of the following areas: program and curriculum development; strategic planning; budget development and management; staff development and appraisal; contract preparation and negotiation, and grant-writing and fundraising.
- Good presentation skills
- Strong interpersonal skills and the ability to collaborate with diverse individuals, groups, and organizations
- Demonstrate a commitment to enhancing the success of non-traditional students, minority students, low-income and/or first generation students, and at-risk students
- Excellent organizational, decision-making, and problem-solving skills are required.
- The ability to motivate and influence others to work as a team is also essential.

SIGNATURES:

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Associate Dean for Outreach Services/CIS Executive Director  Date

_____________________________________________  ______________
Vice President for Student and Outreach Services  Date

_____________________________________________  ______________
President  Date

Job description developed:  Jan. 2009
Dr. Judy Traylor, Melody Henry
Revised September 2009, August 2013; April 2014