

**RANGE N02**

**JTC NO. CK8  
FLSA EXEMPT N**

**DALLAS COUNTY COMMUNITY COLLEGE DISTRICT  
JOB DESCRIPTION**

**JOB TITLE:** Continuing Education & Workforce Specialist

**DATE PREPARED:** Fall 2003

**DATE REVISED:** Spring 2004, Fall 2007, Spring 2009; Summer 2012;  
Summer 2013; Fall 2014; Spring 2015; Fall 2016

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**GENERAL SUMMARY:**

Provides assistance in the coordination, identification, development, scheduling, promotion and evaluation of continuing education (non-credit) courses and educational programs that are offered either at the specific campus/location, off-site, and/or at a specific company location.

**PRINCIPAL DUTIES AND RESPONSIBILITIES:**

Coordinates, plans, evaluates and develops continuing education or workforce courses and educational programs. Interacts daily with students and serve as a liaison between the college, community, company, and/or company-sponsored personnel.

Participates in the development of the class schedule. Analyzes, observes and evaluates the effectiveness of the classes being offered, student training and recruitment.

Cooperates as a team member in developing curriculum including syllabi, handouts, etc. or modifies existing curriculum to meet client needs; may participate in needs assessment.

Participates in registration activities for designated program area(s).

Recruits and provides orientation to instructors regarding DCCCD policy and procedures. Coordinates, plans and conducts meetings and developmental activities for instructors. Identifies possible instructors.

Develops handouts, designs catalogs, brochures and promotional materials for program area(s) assigned.

Maintains records, provides information required for decision-making and completes related reports.

Prepares statistical reports, maintain files, and monitors assigned budget allocation.

Coordinates facilities for off-campus operations.

Provides guidance to lower level staff consisting primarily of student assistants and/or part time clerical staff.

Performs other duties as assigned.

## **Continuing Education & Workforce Specialist**

### **Page Two**

#### **REPORTING RELATIONSHIP:**

Varies to meet organizational needs.

#### **PHYSICAL EFFORT REQUIRED:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is occasionally required to stand, walk, sit, push, lift, reach, carry, grasp, squat or stoop, bend and twist the body while performing essential duties, use hands to finger, handle or feel objects, tools or controls, reach with hands and arms, climb stairs, talk or hear. The employee must have the ability to occasionally lift and/or move up to 20 pounds. Specific vision abilities required by the job include ability to distinguish the nature of objects by using the eye.

#### **MINIMUM EDUCATIONAL/SKILL REQUIREMENTS:**

- Associate's degree or higher plus two years of experience in program development, continuing education, higher education, workforce development, or two years of proven and verifiable work experience related to the program area **or** high school graduate plus four years of experience in program development, continuing education, higher education, workforce development, or three years of proven and verifiable work experience related to the program area.
- Ability to utilize computer technology to access data, maintain records, generate reports and communicate with others.
- Excellent communication skills to support interaction between DCCCD and other organizations, community groups as well as individuals from diverse backgrounds.
- Ability to travel as required between a variety of District locations and/or locations within Dallas County.
- Must have valid driver's license.
- Strong knowledge and experience in providing effective customer service.
- Official transcripts will be required.
- \*\*\* Will be subject to a criminal background check. Some positions may be subject to a fingerprint check.