

**DIRECTOR OF SPECIAL INSTRUCTIONAL PROJECTS-21<sup>ST</sup> CENTURY  
COMMUNITY LEARNING CENTERS  
JOB DESCRIPTION**

**CATEGORY:** ADMINISTRATIVE AND PROFESSIONAL  
**POSITION STATUS:** FULL-TIME  
**FLSA STATUS:** EXEMPT (Grant Funded)  
**SALARAY CODE:** 14  
**REPORT TO:** ASSOCIATE VICE PRESIDENT OF ACADEMIC SUCCESS  
**REVIEWED DATE:** JUNE 05, 2019

The incumbent in this job is expected to assist the College in achieving its vision and mission of student success and service. A commitment to excellence, service, and a willingness to assist as needed are expectations for all employees.

**JOB SUMMARY**

The Director of Special Instructional Texas ACE Projects is responsible for providing high-level support to the Associate Vice President of Instruction – Academic Success, which includes coordinating a large volume of complex and sensitive special projects that have community-wide impact, utilizing honesty, integrity, good judgment, and diplomacy to foster beneficial and innovative change at the College and community. This position is responsible for designing and implementing extra-curricular activities for students and their families at local middle and high schools.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Supervises and manages site coordinators and program staff.
- Collects, analyzes and summarizes data for ACE projects.
- Coordinates the Texas ACE Program implementation at each center with the site. coordinators, appropriate K-12 district administrators, and other service providers.
- Provides leadership for staff collaboration to facilitate planning sessions to identify, design, and implement extra-curricular and enrichment activities to complement the regular school day for target students and their families.
- Develops and implements marketing and recruiting strategies which include appropriate communication goals and objectives for all centers.
- Creates, publishes, and implements effective procedures to ensure an effective program.
- Serves as Texas ACE program liaison for TEA, the K-12 district, and centers.
- Generates an evaluation plan with either an internal or external evaluator.
- Monitors and ensures compliance documentation is collected for Texas ACE Program requirements including day-to-day data collection, personnel procedures, and fiscal responsibilities.
- Attends the workplace regularly, reports to work punctually, and follows a work schedule to keep up with the demands of the worksite.
- Completes duties and responsibilities in compliance with college standards, policies, and guidelines.
- Promotes positive morale and teamwork within the functional unit and provides exceptional customer service to students, faculty and the community.

**DIRECTOR OF SPECIAL INSTRUCTIONAL PROJECTS-21<sup>ST</sup> CENTURY  
COMMUNITY LEARNING CENTERS  
JOB DESCRIPTION**

- Uses interpersonal skills and makes sound judgments to decide how duties and responsibilities are completed between coworkers, the supervisory chain, faculty, staff, students, and customers.
- Completes all required training and professional development sessions sponsored by Texas Southmost College (TSC).
- Supports the values and institutional goals as defined in the College's Strategic Plan.
- Assists with the process for systematic review and evaluation of the planning unit per the model adopted by the College, including the development and monitoring of outcomes and plans of action for improvement based on the assessment of those outcomes and plans.
- Serves on committees as appropriate and as appointed by supervisor.
- Works flexible hours when needed including evenings, holidays or weekends depending on deadline requirements and special events.
- Performs other duties as assigned.

**REQUIRED KNOWLEDGE AND SKILLS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

- A strong commitment to the mission of the community college.
- Understanding of, sensitivity to, and respect for the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of Colleges' students, faculty, staff, and community.
- Demonstrated knowledge of the academic and instructional functions and the administration of such functions.
- Demonstrated knowledge of the planning, implementation and monitoring of budgets in an educational environment.
- Demonstrated knowledge of the rules, regulations and principles of accrediting agencies, as well as other state and federal laws and regulations regarding curriculum development; developmental education and academic support programs; student learning outcomes; and assessment of student learning outcomes.
- Demonstrated excellent supervisory, administrative, communication, interpersonal and leadership skills.
- Demonstrated organizational skills in handling and directing multiple and complex assignments and projects.
- Excellent problem-solving skills with the ability to apply those skills innovatively and creatively across a broad spectrum of issues and to develop new structures and procedures as needed.
- Proficient in the use of e-mail, word processing, spreadsheets, databases, and presentation software and use of the Internet to access data, maintain records, generate reports, and communicate with others.
- Ability to effectively supervise and motivate personnel.
- Ability to embrace a culture of inquiry, evidence, and innovation.
- Demonstrated ability to interact effectively and efficiently and maintain positive working relationships with administration, staff, faculty, students, and the community.

**DIRECTOR OF SPECIAL INSTRUCTIONAL PROJECTS-21<sup>ST</sup> CENTURY  
COMMUNITY LEARNING CENTERS  
JOB DESCRIPTION**

- Ability to make complex decisions in a rapidly changing environment while remaining calm, utilizing information that may be limited or ambiguous.
- Demonstrated ability to actively engage in conflict resolution while fostering positive, constructive outcomes.
- Ability to communicate effectively, both orally and in writing; define problems, collect data, establish facts, and draw valid conclusions; and effectively present information to top management, public groups, and/or boards of directors.
- Ability to work independently according to established schedules and to complete assignments and projects, as per defined timelines.
- Ability to handle sensitive and extensive confidential data.

**REQUIRED EDUCATION AND EXPERIENCE**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the education required.

- Master's degree from an accredited college or university.
- Minimum of three years (3) years of teaching experience within an educational environment.
- Demonstrated supervisory experience for small to medium teams.
- Demonstrated experience in troubleshooting issues experienced by students, parents, and community members within an educational environment.
- Experience in fiscal/budget management, data reporting, and management information systems.
- Demonstrated competence in program development, marketing, implementation, and evaluation.
- Fluent in English and Spanish.

**PREFERRED EDUCATION AND EXPERIENCE**

- Doctoral degree from an accredited college or university.
- One (1) or more years of ACE experience within an educational environment.
- Experience with adult education.

**CERTIFICATES AND LICENSURES**

None required.

**PHYSICAL DEMANDS**

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to stand. The employee is occasionally required to walk; sit; use hands and fingers to handle objects, tools, or controls; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; talk or hear; and taste or smell. The employee must

**DIRECTOR OF SPECIAL INSTRUCTIONAL PROJECTS-21<sup>ST</sup> CENTURY  
COMMUNITY LEARNING CENTERS  
JOB DESCRIPTION**

frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee occasionally works near moving mechanical parts and is occasionally exposed to risk of electrical shock. The noise level in the work environment is usually moderate.

---

**Disclaimer:**

The duties listed are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Are you able to perform these essential job functions with or without reasonable accommodation?

- Yes
- With Accommodations

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Direct Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

HR Representative: \_\_\_\_\_ Date: \_\_\_\_\_

**DIRECTOR OF SPECIAL INSTRUCTIONAL PROJECTS-21<sup>ST</sup> CENTURY  
COMMUNITY LEARNING CENTERS  
JOB DESCRIPTION**

## **Posting Specific Questions**

Required fields are indicated with an asterisk (\*).

1. \*How did you hear about this employment opportunity?
  - TSC Website
  - HigherEdJobs
  - Indeed
  - LinkedIn
  - Specialty Job Board
  - Facebook
  - Work-In-Texas / Texas Workforce Commission
  - Job Fair
  - Personal Referral
2. \*Do you have a master's degree from an accredited college or university?
  - Yes
  - No
3. \*Do you have three (3) years of teaching experience within an educational environment?
  - Yes
  - No
4. \*Do you have demonstrated supervisory experience for small to medium teams?
  - Yes
  - No
5. \*Do you have demonstrated experience in troubleshooting issues experienced by students, parents, and community members within an educational environment?
  - Yes
  - No
6. \*Do you have experience in fiscal/budget management, data reporting, and management information systems?
  - Yes
  - No
7. \*Do you have demonstrated competence in program development, marketing, implementation, and evaluation?
  - Yes
  - No
8. \*Are you fluent in English and Spanish?
  - Yes
  - No
9. Do you have a doctoral degree from an accredited college or university?
  - Yes
  - No
10. Do you have one (1) or more years of ACE experience within an educational environment?
  - Yes
  - No

**DIRECTOR OF SPECIAL INSTRUCTIONAL PROJECTS-21<sup>ST</sup> CENTURY  
COMMUNITY LEARNING CENTERS  
JOB DESCRIPTION**

11. Do you have demonstrated experience with adult education?
- Yes
  - No