

Position: Instruction Office Coordinator	Salary Grade: 20
Department: Instruction	FLSA: Non-exempt

**Summary**

Plans, coordinates, organizes and performs a variety of technical, secretarial, and clerical support to the Instruction Office. Provides assistance leading, coordinating, and performing administrative projects and overseeing and monitoring the work flow and clerical support activities performed by a small team in the office. Provides technical support to publications and mandated reporting. Implements and maintains master schedule and curriculum files. Plans, coordinates, organizes and performs a variety of technical duties pertaining to the course schedule, catalog, and curriculum.

**Essential Duties and Responsibilities**

- Prepares and maintains complex computerized reports and products such as class schedules, the master course file, and course information to subscribe to the Title V guidelines. Reviews data for accuracy, completeness, and compliance with established procedures, rules, and regulations.
- Maintains a master course file and related course outlines, assuring accuracy and compliance with state guidelines.
- Researches, compiles, computes, monitors, and organizes complex data in informative printouts ensuring accuracy, completeness, and compliance with established standards and readability. Uses spreadsheets, databases, graphs, and word processors to prepare faculty FTES reports, faculty load reports, course schedule, College catalog, staff assignment and enrollment data, etc.
- Organizes and coordinates the production and publication of the annual catalog and semester class schedule books.
- Prepares content for the College's course catalog. Conducts research of prior descriptions, precedent, standards for transferability, and other colleges to support course content language. Consults with staff and faculty to verify proper description and accuracy of content.
- Analyzes data for reporting and selects the best way to report classes to maximize District FTES funding.
- Prepares course and schedule tables in the student database module. Makes adjustments as necessary for compliance with state guidelines to serve the College's needs and interests.
- Organizes and coordinates faculty performance appraisal processes by maintaining schedules, developing time lines, assembling documents and following up with administrators and faculty to assure timely completion.
- Coordinates and performs a full range of office activities. Facilitates communications regarding departmental activities, events and timelines. Organizes work to support those requirements.

- Performs administrative support duties for the Vice President. Composes letters, memoranda and bulletins using original correspondence and formats, independent judgement and discretion.
- Assists in preparing the division budget. Organizes budget and financial material during the development or proposal process. Monitors expenditures and maintains accurate fiscal records during implementation of the program. Maintains a variety of files.
- Schedules division-level, curriculum development, and maintenance meetings. Serves as secretary for proceedings of curriculum and standards committees. Prepares committee schedules and all materials to facilitate required discussions and actions.
- Processes approved curriculum actions including but not limited to new courses and course modifications.
- Maintains activity logs for curriculum and course schedule matters, regularly communicating between administration, faculty, admissions, and others involved with course scheduling.
- Provides instruction to faculty and staff on curriculum development, modification, and maintenance procedures and requirements.
- Composes routine correspondence; prepares and maintains a variety of technical and confidential correspondence, reports, documents, forms and other related materials. Establishes and maintains records, files, and filing systems.
- Reviews, edits, and proofs correspondence, reports, documents, and records for accuracy, completeness, and conformance to applicable rules and regulations.
- Prepares, assembles, maintains and updates calendars, schedules, lists, manuals, and handbooks for distribution and use by others.
- May provide training and work guidance to student workers.
- Organizes and coordinates the class schedule development process by maintaining schedules, developing time lines, assembling documents and following up with administrators and faculty to assure timely completion. Provides assistance to the VP which may include, but is not limited to, course offering recommendations, organizing and planning room assignments, recommending and securing staffing assignments, communicating with faculty regarding scheduling needs, and recommending and implementing changes.
- Performs other duties as assigned that support the overall objective of the position.

## **Qualifications**

- **Knowledge and Skills**

Requires a working knowledge of the policies and procedures associated with the curriculum development and maintenance process. Requires a thorough knowledge of office practices, procedures and equipment, including filing systems, receptionist and telephone techniques, and letter and report writing. Requires a working knowledge of the laws, policies, procedures, and requirements for maintaining an accredited curriculum record. Requires a working knowledge of state laws, policies, and procedures for apportionment and attendance accounting requirements for scheduling classes. Requires a working knowledge of minimum qualification requirements for faculty in California community colleges.

Requires a working knowledge of personal computer based software programs that support this level of work including, but not limited to, word processing, spreadsheets, presentation graphics, and data entry onto custom data bases. Requires basic skills at facilitating small group decision-making processes. Requires thorough knowledge of those activities associated with statistical record keeping, staff administration, and confidential record keeping. Requires thorough knowledge of proper English usage, grammar, spelling, punctuation and basic arithmetic skills. Requires knowledge of the basic techniques and principles of public relations and communication.

▪ **Abilities**

Requires the ability to independently perform all of the duties of the position efficiently and effectively. Must be able to perform office and secretarial work with speed and accuracy. Must be able to learn, interpret, explain and apply knowledge of College and department organization, state and federal laws and requirements, operations, programs, functions and special department terminology to relieve an administrator or program director of a variety of administrative detail. Requires the ability to plan, organize and prioritize work in order to meet schedules and timelines. Requires the ability to communicate with faculty, students, staff, and the public using patience and courtesy, and in a manner that reflects positively on the department. May require the ability to perform work assignments at all College locations.

▪ **Physical Abilities**

Requires sufficient ambulatory ability to reach light-weight work materials. Requires sufficient hand/eye coordination and manual dexterity to keyboard at an advanced rate (55 w.p.m.). Requires sufficient visual acuity to recognize words, letters and numbers. Requires sufficient auditory ability to carry on conversations with individuals and small groups, both in person and on the phone.

▪ **Education and Experience**

Requires an Associate Degree and four years of experience working with college publications and related areas. Experience supporting curriculum is preferred. Additional progressive secretarial experience may substitute for some higher education.

▪ **Licenses and Certificates**

May require a valid driver's license.

▪ **Working Conditions**

Work is performed indoors where minimal safety considerations exist.

*This job/class description, describes the general nature of the work performed, representative duties as well as the typical qualifications needed for acceptable performance. It is not intended to be a complete list of all responsibilities, duties, work steps, and skills required of the job.*

Board approved: 08/10/09