

## VICTOR VALLEY COMMUNITY COLLEGE DISTRICT

### **CLASS TITLE: CURRICULUM & SCHEDULING COORDINATOR**

### **FLSA STATUS: NONEXEMPT**

### **BASIC FUNCTION:**

Under the direction of an area administrator, plan coordinate and perform complex and specialized duties to develop the District's master schedule of classes and annual course catalog; perform quality assurance processes to ensure accuracy of data in the master schedule; maintain and update the master curriculum database; work closely with deans, faculty and other staff on scheduling processes and procedures and the resolution of problems; serve as a lead resource regarding District-wide curriculum maintenance and coordination, providing support for all curriculum reviews and approval processes.

### **REPRESENTATIVE DUTIES:**

Coordinate, develop and publish the production calendar for building the schedule of classes each semester with key departments; distribute accordingly. *E*

Provide training and technical assistance to District staff, related to the scheduling process. *E*

Organize and perform a variety of advanced specialized duties to coordinate the development and preparation of the class schedules with instructional areas to ensure the timely development of accurate information to be in compliance with District and government regulations. *E*

Using main frame programs, and applicable software, create and distribute schedule worksheets for new term for review and revision by deans and department heads; following data entry, run validation reports to identify and resolve any worksheet or data entry errors; prepare final printer's proof of the master schedule and audit for completeness and accuracy; obtain final review comments from department heads, deans and others, proofread and submit final proof for printing and publication. *E*

Generate instructor assignment reports, calculate and monitor faculty workload limitations and reassigned time based on current bargaining agreement limits. Prepare faculty annual overload report. Prepare and monitors full-time faculty winter and/or summer teaching assignments and submit list to Human Resources to prepare contracts. *E*

Ensure the quality and accuracy of data in the master schedule file; run periodic validation reports as a result of additions and changes to classes throughout the semester; have newly added classes and changes posted to the website. *E*

Review recommendations for instructional assignments and related documents for accuracy and enter applicable information in database. *E*

## Curriculum, Scheduling Coordinator- Continued

Coordinate activities and communications related to the start of each semester, including but not limited to faculty contracts, time sheets, class additions, cancellations, room changes. *E*

Update and maintain the master curriculum catalog course files in Datatel; code new courses for entry in the database; update the database with all new and modified courses approved by the Curriculum Committee; update, revise and delete data associated with courses such as prerequisites/co-requisites, units, course descriptions and other data codes; assure accuracy and compliance with District and state regulations. *E*

Provides technical support and assist in creating, updating and printing course outlines from CurricUNET or similar system; document and update the status of outlines from pending to adopted; reviews and ensure the accuracy of course outlines. *E*

Provide support for the Curriculum Committee; prepare and distributes agendas for committee meetings; attend meetings, take notes, prepare reports for consideration by the Board of Trustees; enter approved courses and course changes in Datatel. *E*

Coordinate, develop and publish the production calendar for building the annual course catalog for the college; distribute sections of the catalog to relevant departments for review and updating; update catalog descriptions and distribute course extracts for review by all departments; edit and prepare catalog copy for submission to typesetter; review galley proofs from print shop and authorize print production. *E*

Coordinate activities with informational technical areas to update data, programs and generate specialized reports for submission to the Chancellor's office. *E*

Work with Admissions, Registration and Records in resolving registration problems and provide up-to-date information on curriculum, certificate and degree changes and new or revised codes.

Serve as a liaison between assigned administrator and staff, faculty, students, representatives of community and state agencies, general public and other district officials; obtain and provide information regarding District programs, services, policies, procedures, regulations and requirements; assist in resolving questions and issues as appropriate. *E*

Establish and maintain effective working relationships and communications with instructional areas, faculty and staff to facilitate coordination of schedule and catalog. *E*

Maintain, update and organize a variety of records, logs, files, and reports, including information of a confidential nature; maintain confidentiality of information related to District, personnel, students, collective bargaining, adjunct priority hire or controversial matters. *E*

## **Curriculum, Scheduling Coordinator- Continued**

Train and provide work direction to assigned staff. *E*

Perform a variety of department support duties; answer phones; provide information regarding programs, services and requirements; interpret and apply rules and regulations as appropriate; assist in resolving questions and issues as appropriate.

Perform administrative and clerical support duties including preparing a variety of correspondence; facilitating communication between supervisor, staff and public; receiving and opening mail; and ordering and maintaining materials and supplies as needed.

Perform related duties as assigned.

### **KNOWLEDGE AND ABILITIES:**

#### **KNOWLEDGE OF:**

Operations, organization, policies and objectives regarding curricula and instructional programs in a community college setting or similar environment.

Program, budget and other related laws and regulations by the State Chancellor's Office and county agencies.

Title V, State Education Code and other applicable laws, codes and regulations.

Class scheduling procedures, including procedures and limitations on the assignment of faculty loads.

Datatel Student System or similar.

CurricUNET Curriculum Management System or similar.

Oral and written communication skills.

Interpersonal skills using sensitivity, tact, patience and courtesy.

Operation of personal computer, software applications and other office equipment.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Telephone techniques and etiquette.

#### **ABILITY TO:**

Perform advanced specialized duties to coordinate, communicate and process District programs.

Read, interpret, apply and explain rules, regulations, policies and procedures.

Perform administrative clerical support duties.

Collect and compile statistical data for reports.

Prepare and maintain a variety of correspondence, reports, records, files, logs, spreadsheets, lists, flyers and media presentations.

Work confidentially with discretion.

Analyze situations correctly and adopt effective course of action.

Attend and participate in a variety of committees, councils and events.

Operate a personal computer to enter data, maintain records and generate reports.

Plan and organize work.

## **Curriculum, Scheduling Coordinator- Continued**

Establish and maintain cooperative and effective working relationships with others, including those from diverse academic, socioeconomic, cultural, ethnic and disability backgrounds.

Work independently with little direction.

Maintain current knowledge of programs, rules, regulations, requirements and restrictions.

### **EDUCATION AND EXPERIENCE:**

Any combination equivalent to: Associate's degree in business, secretarial science or related subjects, five years increasingly responsible administrative support or complex secretarial experience or other related experience.

### **LICENSES AND OTHER REQUIREMENTS:**

Valid California driver's license.

### **WORKING ENVIRONMENT AND PHYSICAL DEMANDS:**

#### ***Disclosure:***

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. 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.

#### ***Normal Office Environment:***

While performing the duties of this job the employee is required to use fingers and hands to operate a computer keyboard; occasionally lift up to 25 pounds; see to operate a vehicle to attend off-campus meeting and visit businesses; speak and hear to communicate and make presentations.