

VICTOR VALLEY COMMUNITY COLLEGE DISTRICT

CLASS TITLE: INSTRUCTIONAL PROGRAM SPECIALIST

FLSA STATUS: NONEXEMPT

BASIC FUNCTION:

Under the direction of an Academic or Vocational Dean, organize, coordinate and perform a variety of advanced and specialized duties to support the dean and multiple departments within the corresponding Instructional Division; track various budgets and process District VTEA and/or other applicable funding.

REPRESENTATIVE DUTIES:

Organize and coordinate a variety of advanced and specialized duties to support the dean and multiple departments within the corresponding Division. *E*

Collect and analyze details associated with hiring, payroll, course scheduling and faculty loads and meet scheduled deadlines; calculate faculty loads and comply with District hiring procedures. *E*

Maintain and track absences of directors, faculty and classified staff; process timesheets and compare hours with contracts. *E*

Cancel classes for absent staff; find substitutes where appropriate. *E*

Coordinate orientations for associate faculty and various divisional programs and services; prepare and distribute information as necessary. *E*

Compile and process full- and part-time faculty evaluations; process scantrons; type student comments; tally data for each semester. *E*

Monitor categorical and general fund budgets to expedite purchases, hiring, etc., for applicable program funding and budget needs for assigned programs; track reports and audit files. *E*

Manage, coordinate and monitor annual budget; track expenditures and ensure funds are spent according to state mandates. *E*

Assist in the development of annual unit budgets; research and calculate costs; verify calculations; compile information and recommendations on projected expenditures. *E*

Compile information and data for reports and assist in the preparation of reports; verify data for accuracy, completeness and compliance with established procedures; communicate with various state agencies to obtain information and prepare accreditation reports. *E*

Operate a computer terminal and standard office equipment to enter data and generate

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reports; utilize word processing, spreadsheet, database and other software required by the position. *E*

Perform related duties as assigned. *E*

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Organization, policies and rules of assigned department or program.
Modern office practices, procedures and equipment.
District organization, operations, policies and objectives.
Budget preparation, basic audit procedures and categorical funding.
State funding requirements, applicable to the corresponding division.
Correct English usage, grammar, spelling, punctuation and vocabulary.
Oral and written communication skills.
Applicable sections of State Education Code and other applicable laws.
Interpersonal skills using tact, patience and courtesy.
Public relations techniques.

ABILITY TO:

Organize, and coordinate office activities.
Work independently with little direction.
Add, subtract, multiply and divide quickly and accurately.
Meet schedules and time lines.
Prepare reports by gathering and organizing data from a variety of sources.
Complete work with many interruptions.
Operate a computer terminal and utilize word processing, spreadsheet, database and other software required by the position.
Plan and organize work.
Establish and maintain cooperative and effective working relationships with others, including those from diverse academic, socioeconomic, cultural, ethnic and disability backgrounds.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and five years of increasingly responsible office administration experience.

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.

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Normal Office Environment:

While performing the duties of this job the employee is required to reach and bend at the waist; sit for extended periods of time; use hands and fingers to operate a computer keyboard or other office equipment; speak and hear to exchange information.