

VICTOR VALLEY COMMUNITY COLLEGE DISTRICT

CLASS TITLE: CURRICULUM & SCHEDULING TECHNICIAN

FLSA STATUS: NONEXEMPT

BASIC FUNCTION:

Under the direction of the Coordinator of Curriculum and Scheduling, provide specialized technical assistance in the creation and maintenance of the College catalogue, class schedule and related student databases.

REPRESENTATIVE DUTIES:

Assist the Coordinator of Curriculum and Scheduling in the preparation and maintenance of the College catalogue, class schedule and related student databases. *E*

Assist in entering and maintaining class schedule in database; input data for class assignments; verify accuracy of units, time, location, and curriculum changes; input changes and keep databases up to date. *E*

Assign classes to classrooms and coordinate with other College personnel to utilize off-campus locations. *E*

Maintain master course files; enter new course outline information and course revisions in database from curriculum committee recommendations; create, maintain and organize files for official course outlines. *E*

Assist with the preparation and development of College catalog; verify curriculum changes; coordinate with other campus organizations to obtain accurate information to update assigned area(s). *E*

Inform faculty, staff, and students of room assignments and changes, schedule changes and catalogue information via email, phone and letter. *E*

Respond to telephone calls; provide information and answer questions from students, District personnel and general public regarding District programs, policies, procedures and regulations. *E*

Prepare meeting agenda items; attend and participate in meetings related to curriculum and scheduling; assemble folders and information for committee meetings. *E*

Enter data into Datatel or computer system for use by the College database; create new courses, update existing courses and maintain academic programs. *E*

Operate a computer terminal and standard office equipment to enter data, maintain records and generate reports; utilize word processing, spreadsheet, database and other

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software required by the position.
Perform related duties as assigned.

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.
Correct English usage, grammar, spelling, punctuation and vocabulary.
Oral and written communication skills.
Applicable sections of State Education Code and other applicable laws.

ABILITY TO:

Perform complex technical tasks within defined deadlines.
Work independently with little direction.
Follow oral and written directions.
Perform basic mathematical calculations.
Establish and maintain cooperative and effective working relationships with others, including those from diverse academic, socioeconomic, cultural, ethnic and disability backgrounds.
Operate a computer terminal and utilize word processing, spreadsheet, database and other software required by the position.
Organize and prioritize workload.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school supplemented by college courses in related area and four years of increasingly responsible experience in a related area.

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 perform light lifting; sit and view a computer monitor for extended periods of time; use hands and fingers to operate a computer keyboard or other office equipment; speak and hear to exchange information.