



Approved by the Board of Trustees on September 12, 2023  
FLSA: Non-Exempt

## **CURRICULUM AND SCHEDULING COORDINATOR**

### **DEFINITION**

Under direction, plans, coordinates, and performs specialized duties to develop the District's master schedule of classes and annual course catalog; performs quality assurance processes to ensure accuracy of data in the master schedule; maintains and updates the master curriculum database; works closely with deans, faculty and other staff on scheduling processes and procedures; serves as a lead resource regarding District-wide curriculum maintenance and coordination, providing support for all curriculum reviews and approval processes; and performs related duties, as assigned.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives direction from assigned supervisory and management personnel. Exercises no direct supervision over staff.

### **CLASS CHARACTERISTICS**

This classification is responsible for performing specialized tasks in the development of the Districts' master schedule of classes and annual course catalog. Incumbents regularly work on tasks which are varied and complex, requiring considerable discretion and independent judgment. Positions in the classification rely on experience and judgment to perform assigned tasks within the department. Assignments are given with general guidelines and incumbents are responsible for establishing objectives, timelines, and methods to complete assignments. Work is typically reviewed upon completion for soundness, appropriateness, and conformity to policy and requirements.

### **EXAMPLES OF TYPICAL JOB FUNCTIONS**

Management reserves the right to make reasonable accommodations so that qualified employees with verified medical conditions can perform the essential functions of the job.

- Organizes and performs a variety of advanced specialized duties to coordinate the development and preparation of the class schedules; ensures the timely development of accurate information in compliance with District and government regulations.
- Utilizes software to create and distribute schedule worksheets for review and revision by deans and department heads; produces validation reports to identify and resolve any worksheet or data entry errors; prepares final printer's proof of the master schedule and audits for completeness and accuracy; obtains final review comments from department heads, deans and others; proofreads and submits final proof for printing and publication.
- Generates hourly and special assignment contracts, resolves contract issues and submits lists to Human Resources, instructor assignment reports; calculates and monitors faculty workload limitations and reassigned time based on current bargaining agreement limits; prepares faculty annual overload report; prepares and monitors full-time faculty winter and/or summer teaching assignments and submits list to Human Resources to prepare contracts; prepares Personnel Action Forms.
- Prepares and maintains the master spreadsheet of faculty workloads used to identify Full-time Equivalency Faculty (FTEF) and Faculty Obligation Number (FON) calculations; assists Human Resources, Fiscal, and Payroll in resolving contract issues and provides up-to-date information on faculty workloads, special assignments, reassign time, and types of pay.
- Collect and maintain data from various schools instructional divisions for the creation of the part-time priority hire list.

- Coordinates activities and communications related to the start of each semester, including but not limited to faculty contracts, time sheets, class additions, cancellations, and room changes.
- Updates and maintains the master curriculum catalog course files; codes new courses and programs for entry in the database; updates the database with new and modified courses approved by the Curriculum Committee; updates, revises and deletes data in compliance with District and state regulations.
- Provides technical support and assists in creating, updating and printing course outlines from automated systems; monitors status of completion; reviews and ensures course outline accuracy.
- Provides support for the Curriculum Committee; prepares and distributes agendas for committee meetings; attends meetings, takes notes, prepares reports for consideration by the Board of Trustees; enters approved courses and course changes in the automated system.
- Coordinates, develops and publishes the production calendar for building the annual course catalog for the District; distributes sections of the catalog to relevant departments for review and feedback; updates catalog descriptions and distributes course extracts for review by all departments; edits and prepares catalog copy for submission to typesetter; reviews galley proofs and authorizes print and digital production.
- Ensures the quality and accuracy of data in the master schedule file; runs periodic validation reports on changes to classes throughout the semester; adds new classes and changes by posting to the website.
- Coordinates activities with informational technical areas to update data; generates specialized reports for submission to the Chancellor's office.
- Performs administrative and clerical support duties; prepares a variety of correspondence; receives and opens mail; and orders and maintains materials and supplies.
- Works with other divisions to provide up to date information on matters which impact their operations, such as Admission and Records, Human Resources, Payroll and Fiscal Services.
- Provides training and technical assistance to District staff, related to the scheduling process.
- Works productively and cooperatively with others by demonstrating respect, patience and equitable treatment of all internal and external customers.
- Observes and complies with District and mandated safety rules, regulations, and protocols.
- Performs other related duties, as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Processes and activities in the development of master schedules for classes and curricula.
- Class scheduling procedures, including procedures and limitations on the assignment of faculty loads.
- Methods and techniques of proofreading detailed information for accuracy.
- Methods and techniques of generating system validation reports for assigned schedules.
- Methods and techniques of calculating full time equivalency hours, and assessing faculty workloads as they relate to scheduling matters.
- Business and administration practices.
- Business mathematics.
- Record keeping principles and practices.
- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- District and mandated safety rules, regulations, and protocols.
- Techniques of providing a high level of customer service by effectively interacting with students, staff, faculty, representatives of outside organizations, and members of the public, including individuals of diverse academic, socio-economic, ethnic, religious and cultural backgrounds, physical ability, and sexual orientation.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.

- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

**Ability to:**

- Perform specialized duties in developing 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
- Perform mathematical computations accurately.
- Provide administrative support to assigned committees.
- Critically review information to detect and correct errors.
- Prepare reports by gathering and organizing data from a variety of sources.
- Collect and compile statistical data for reports.
- Maintain current knowledge of programs, rules, regulations, requirements and restrictions.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Use tact, initiative, prudence, and independent judgment within general policy and procedural guidelines.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing.
- Demonstrate sensitivity to, and understanding of, the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds of community college students.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

**Education and Experience:**

*Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:*

Education:

- Equivalent to an associate degree in business administration, public administration, or a related field.

Experience:

- Five (5) years increasingly responsible experience providing administrative support to business programs, preferably in an educational setting.

**Licenses and Certifications:**

- None.

**PHYSICAL DEMANDS**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 20 pounds.

**ENVIRONMENTAL CONDITIONS**

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.