

INSTRUCTIONAL DEPARTMENT COORDINATOR

BASIC FUNCTION

Coordinates and performs highly responsible departmental duties requiring specialized knowledge, independent judgment, decision-making, and action, including schedule development, specialized reporting, and compilation of confidential faculty data for assigned department(s); assists with scheduling for academic utilization and resolves room utilization conflicts for the department(s).

SUPERVISION RECEIVED AND EXERCISED

Receives general supervisor from assigned area supervisor. May provide lead direction to temporary staff and/or student workers.

CLASS CHARACTERISTICS

This classification is responsible for independently performing duties in support of assigned department(s). Incumbents regularly work on tasks which are varied and complex, requiring considerable discretion and independent judgment. Assignments are given with general guidelines. Work is typically reviewed upon completion for soundness, appropriateness, and conformity to policy and procedures.

EXAMPLES OF TYPICAL JOB FUNCTIONS

1. Prepares, calculates, and audits faculty teaching assignments to ensure compliance with District, contract, and state reporting policy requirements regarding instructional methods, assignment types, teaching arrangements, instructional/non-instructional assignments, release/reassigned time, load banking and load using, faculty load distribution, and related matters; troubleshoots issues regarding teaching assignments (TA) process.
2. Prepares and maintains records of teaching hours, timesheets, absences, attendance reports, and substitute assignments for full-time faculty, part-time faculty, and classified professionals; and submits calculations for data entry by the Payroll office.
3. Schedules and coordinates logistical room-use for the departments including specific sections and departmental reservations; runs and resolves all error report issues regarding departmental events and academic space assignments.
4. Assists in the preparation and development of the quality control audit for the class schedule; ensures District and state reporting mandates and requirements are met; calculates section meeting dates/times to meet District time grid and state mandates.
5. Adheres to schedules and timelines set by the District related to schedule development and payroll preparation; assists with the rollout of the departments schedule production per term, in regards to the creation of the course schedule to meet District and contract requirements.
6. In coordination with the area dean and department chair, prepares, coordinates, monitors, and processes confidential full-time and part-time faculty evaluations for departmental review; completes process with department chair and forwards to appropriate department.
7. Prepares and processes various documents which require departmental approval including contracts, maintenance agreements, travel requests, and special projects.
8. Provides testing expertise for Information Services with regard to quality control, process revisions, reporting and streamlining the IDC workflow.
9. Assists department chair in onboarding full-time and part-time faculty, as well as classified and hourly staff on District and departmental deadlines, policies, and procedures; provides information

- regarding District and departmental operations, policies, procedures, and regulations.
10. Assists the department chair(s) in the management of their departmental budgets; monitors multiple expenditures, processes budget transfers, and maintains fiscal control; processes and tracks requests utilizing the District's scheduling, facilities, and media software programs as well as the District website.
 11. Prepares and tracks requisitions, purchase orders, reimbursement requests, computer and equipment repairs, building and maintenance repair orders, inventories, and instructional supplies according to established procedures; identifies when invoices are paid and when purchase orders are opened/closed.
 12. Initiates, prepares, and monitors the status of hiring paperwork for part-time faculty, short-term, and student employees.
 13. Prepares and maintains a variety of reports, confidential records, departmental lists, and files related to departmental operations and activities; inputs and retrieves computerized data, lists, and statistical reports; composes correspondence using independent judgment on a variety of departmental matters which may include material of a confidential nature.
 14. Assigns and reviews the work of short-term personnel as assigned.
 15. Participates in District-provided in-service training programs.
 16. Performs other related duties as assigned; specific duties not listed does not exclude them for this classification if the work is similar or related.

QUALIFICATIONS

Knowledge of:

1. General business and administrative practices and procedures.
2. General hiring policies and associated documentation.
3. General payroll policies and procedures.
4. General clerical accounting policies and procedures.
5. Methods and techniques of scheduling classrooms for multiple groups.
6. Methods and techniques of auditing class schedules for compliance with mandated requirements.
7. Methods and techniques of developing general business correspondence including memos, letters, and related documentation.
8. Applicable federal, state, and local laws, rules, regulations, ordinances, and general policies and procedures relevant to assigned area of responsibility.
9. Principles and practices of data collection and report preparation.
10. Business arithmetic principles.
11. Recordkeeping principles and procedures.

Ability to:

1. Provide varied and responsible administrative work requiring the use of tact and discretion.
2. Interpret, apply, explain, and ensure compliance with applicable federal, state, and local laws, rules, regulations, ordinances, and District policies and procedures relevant to assigned area of responsibility.
3. Compose correspondence and reports independently or from brief instructions.
4. Make accurate arithmetic and financial computations.
5. Process a diverse range of accounting and purchasing transactions.
6. Ensure accuracy in determining faculty hours and compensation.
7. Identify, book, and adjust academic space reservations and maintain schedules.
8. Enter and retrieve data from a computer with sufficient speed and accuracy to perform assigned work.
9. Establish and maintain a variety of filing, recordkeeping, and tracking systems.

10. Provide technical assistance and training to systems users.
11. Independently organize work, set priorities, meet critical deadlines, follow up on assignments and prioritize competing requests.
12. Exercise independent judgment within general policy and procedural guidelines.
13. Effectively use computer systems, software applications relevant to work performed, and business equipment to perform a variety of work tasks.
14. Communicate effectively in the course of performing work tasks.
15. Establish, maintain, and foster effective working relationships with those contacted in the course of work.
16. Demonstrate clear evidence of sensitivity and understanding of the diverse academic, socio-economic, disability, and ethnic backgrounds of students, staff, and the community.
17. Provide efficient, high-level customer service to the public, vendors, contractors, and District personnel.

Education and Experience:

An associate's degree with coursework in business administration or general accounting and two (2) years of clerical or administrative experience; or an equivalent combination of education, training, and/or experience.

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 classification primarily works in an office and standing in and walking between work areas is occasionally required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Employees 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 25 pounds.

The essential functions of this classification must be performed by the incumbents with or without reasonable accommodations.

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 individuals in interpreting and enforcing departmental policies and procedures.