

**COMPTON COMMUNITY COLLEGE DISTRICT
EL CAMINO COLLEGE COMPTON COMMUNITY EDUCATIONAL CENTER**



INSTRUCTIONAL DIVISION COORDINATOR

**Range 28
FLSA: NON-EXEMPT**

DEFINITION

Under general supervision of the dean, plans, organizes, coordinates, and oversees the day-to-day operations of the division as assigned; performs a variety of responsible office support and technical duties in support of an assigned program area; and performs a variety of data collection, data entry, record-keeping, report preparation, and program support activities; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the assigned dean and works with division chair to meet the needs of the division. Exercises no direct supervision over staff. May provide technical and functional direction to student workers.

CLASS CHARACTERISTICS

This classification oversees and integrates the day-to-day activities and operations of the division. Responsibilities include being the liaison between students, instructors, and the program administrators, ensuring that information about courses and programs is communicated, and responding to or communicating student concerns and questions to the appropriate party. Responsible for coordinating and maintaining class schedule and faculty assignment information at the division level. It is distinguished from other College support classifications in that incumbent provides complex office administrative services for a division. Day-to-day activities require the use of initiative and judgment, particularly when dealing with a variety of College students and staff and representatives of the public.

EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Contributes to developing and monitoring of the annual budget for the department.
- Participates in developing, implementing and evaluating work programs, plans, program reviews, SLOs, processes, systems and procedures to achieve department goals.
- Prepares estimated cost of payroll, as well as the actual payroll based on hours worked; generates time cards for all hourly employees of the Center; works with the Payroll Department to determine pay discrepancies.
- Supports schedule production, e.g. coordinate room assignments, communicate status with faculty and maintain faculty availability status.
- Coordinates, proofs and audits the division schedule of classes, schedule change forms, faculty assignment sheets, teaching units.
- Proofs and monitors faculty contracts for accuracy.
- Establishes the division deadline calendar for curriculum proposals based on Instruction Office deadline calendar.
- Maintains division records and curriculum files and division calendar.
- Serves as a liaison between student program participants and other divisions/departments including off-site locations.
- Informs students of the process and expectations pertaining to distance education and off-site programs.
- Uses a variety of software to compose, format, and prepare correspondence, memoranda, publicity materials, surveys, brochures, flyers, bulletins, reports, presentations, and other materials.
- Gathers and updates information for the college website, as well as information for related Academic Affairs and Distance Learning databases.
- Monitors and maintains the evaluation schedule of full and part-time faculty.
- Ensures the division maintains faculty office hours and syllabi.
- Oversees text book orders in collaboration with faculty and bookstore.
- Assists the division chair to orientate new faculty to Center processes and procedures.
- Serves as resource for dean, department chair, faculty and support staff in compiling data and preparing reports.
- Performs related duties as required or assigned.

QUALIFICATIONS

Knowledge of:

- Principles, practices, and methods of program planning, implementation and evaluation.
- Procedures for planning, implementing, and maintaining a variety of programs and related activities.
- Educational, cultural, age-specific, and social needs of the community.
- Principles, practices, and techniques of effectively dealing with the public and public relations.
- Modern office practices and technology, including personal computer hardware and software applications related to the work.
- Safe work practices, including safe driving rules and practices.
- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- English usage, spelling, vocabulary, grammar, and punctuation.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, students, and District staff, including individuals of various ages, various socio-economic, and ethnic groups.

Ability to:

- Coordinate assigned program operations and activities, including outreach activities, brochures, reports, and other related program materials.
- Participate in the development of goals, objectives, policies, procedures, and work standards for assigned programs.
- Analyze, interpret, summarize, and present administrative and technical information and data in an effective manner.
- Prepare clear and concise reports, correspondence, procedures, and other written materials. Respond to and effectively prioritize multiple phone calls and other requests for service.
- Learn, apply and explain applicable District policies, rules, and regulations related to areas of responsibility.
- Establish and maintain a variety of filing, record-keeping, and tracking systems.
- Operate modern office equipment including computer equipment and specialized software applications programs.
- Organize own work, set priorities, and meet critical time deadlines.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and harmonious 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:

Equivalent to an Associate's degree from an accredited college or university with major coursework in social science, education, public administration, or a related field, and three (3) years of progressively responsible experience providing technical and instructional support and services in a post-secondary environment.

Licenses and Certifications:

Possession of, or ability to obtain, a valid California Driver's License by time of appointment.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and to visit various District and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, 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 weighing up to 25 pounds.

ENVIRONMENTAL ELEMENTS

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