

KERN COMMUNITY COLLEGE DISTRICT

CLASS TITLE: CURRICULUM & SCHEDULING SPECIALIST

BASIC FUNCTION:

Under the direction of an assigned supervisor, plans, coordinates, and performs specialized duties to develop the college's master schedule of classes, calculate load for faculty, and assumes technical responsibility of the college curricula databases and resources. Collaborates with all levels of the organization to collect data, refine processes and procedures, and comply with institutional and state regulations. Performs varied and complex tasks that require discretion and independent judgement while facilitating the accuracy of reported data through quality assurance processes and cross-district collaboration.

REPRESENTATIVE DUTIES:

Provide specialized guidance and technical support to faculty and administrators on curriculum and scheduling practices and processes; curriculum development, scheduling systems, and compliance requirements. **E**

Work collaboratively with multiple internal departments and divisions to provide updates and assistance on matters impacting their operations; enhance partnership with external agencies through regular compliance updates; shared training programs; system testing; maintaining alignment with evolving regulations and mandates. **E**

Serve on a variety of committees: contribute to the review and development of institutional practices/processes. **E**

Collaborate with other divisions and departments on 320 and MIS reporting outputs to support institutional alignment with state regulations. **E**

Manage curriculum data in curriculum management systems based on approved curriculum actions submitted in compliance with institutional policies and state mandates for curriculum and subsequent scheduling regulations; troubleshoot database issues. **E**

Provide technical guidance to the curriculum committee and maintain accurate meeting documentation.

Edit and prepare catalog for submission; coordinate with departments for review and feedback; review and authorize production of the college catalog. **E**

Maintain the Banner catalog file; code new, revised, and deleted courses and programs; update internal and external systems with approved curricula. **E**

Ensure compliance with state and institutional regulations; validate and maintain curriculum for coding compliance; prepare and submit Board agenda items related to curriculum; manage the curriculum catalog data; submit required regulatory reports; perform data audits. **E**

Organize and perform advanced specialized duties to develop and prepare the college's schedule of classes; build sections in Banner; calculate and assign faculty load; liaise with administrators and faculty to meet institutional objectives through timely schedule publication; resolve schedule conflicts for faculty and classroom usage; maintain instructional room and building information in Banner. **E**

Calculate and monitor instructional and non-instructional faculty workload limitations; reassigned time, overload, and banked load based on current bargaining agreement; for faculty assignments. **E**

Provide Human Resources and other pertinent areas with up-to-date information on verified and/or prorated faculty FTE (in-load, overload, and banked load); ensure accuracy for HR audits. **E**

Data entry and audit of final schedule for completeness and accuracy for publication; utilize Banner and other software systems to generate validation reports regularly to identify and resolve entry errors for schedule data quality and compliance. **E**

Perform curriculum and scheduling duties within the scope of this position.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Modern office procedures, methods and computer equipment.

Writing professional communications, word processing, spreadsheets, and report preparation.

Principles and procedures of record-keeping.

Elementary research and statistics.

Correct English usage, spelling, grammar and punctuation.

ABILITY TO:

Interpret and apply rules and regulations affecting curriculum and scheduling practices.

Comprehend and comply with an array of policies and procedures at the local and state level.

Learn the curriculum requirements of the District and other state educational institutions.

Maintain records, databases, and prepare reports.

Comprehend and comply with contract language.

Research education requirements and gather related information. Communicate effectively both orally and in writing.

Establish and maintain cooperative and effective working relationships with others.

Complete work with many interruptions.

Work independently with little direction.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: Associate degree and four years of increasingly responsible clerical experience, preferably in a community college.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

PHYSICAL DEMANDS:

Incorporated within one or more of the previously mentioned essential functions of this job description are essential physical requirements. The chart below indicates the percentage of time spent on each of the following essential physical requirements.

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| 1. | Seldom = Less than 25 percent | 3. | Often = 51-75 percent |
| 2. | Occasional = 25-50 percent | 4. | Very Frequent = 76 percent and above |
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| <u>4</u> | a. | Ability to work at a desk, conference table or in meetings of various configurations. |
| <u>1</u> | b. | Ability to stand for extended periods of time. |
| <u>4</u> | c. | Ability to sit for extended periods of time. |
| <u>4</u> | d. | Ability to see for purposes of reading printed matter. |
| <u>4</u> | e. | Ability to hear and understand speech at normal levels. |
| <u>4</u> | f. | Ability to communicate so others will be able to clearly understand a normal conversation. |
| <u>2-1</u> | g. | Ability to bend and twist. |
| <u>2-1</u> | h. | Ability to lift <u>10</u> lbs. |
| <u>2</u> | i. | Ability to carry <u>10</u> lbs. |
| <u>4</u> | j. | Ability to operate office equipment. |
| <u>3</u> | k. | Ability to reach in all directions. |

This job description is intended to describe the general nature and level of work being performed. It is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of individuals so classified.