

## KERN COMMUNITY COLLEGE DISTRICT

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### **CLASS TITLE: INSTRUCTION OFFICE SPECIALIST**

#### **BASIC FUNCTION:**

Under the direction of an assigned supervisor, provide staff assistance to supervisor, assume technical responsibility for the curriculum process; provide technical review of curriculum; complete reports and applications; maintain curriculum and other records; perform a variety of technical tasks relevant to assigned area of responsibility.

#### **REPRESENTATIVE DUTIES:**

Prepare College catalog changes for each department; contact faculty and administrators regarding catalog or curriculum changes; type, revise and print catalog changes. *E*

Verify and code curriculum outlines; review outlines for form and standards; submit curriculum to the appropriate committee and/or agency for approval; prepare materials for curriculum committee members; revise curriculum copies; respond to and research information regarding curriculum. *E*

Compile and enter information regarding credit/no credit courses, disciplines, and pre-collegiate skills; copy and disseminate credit/no credit master list to the records office and scheduling technician. *E*

Compile and enter information regarding curriculum requirements; copy and disseminate requirements to division/department chairs, administrators and four-year college and university campuses. *E*

Research, compile and type a variety of research reports; research California Education Code, California Code of Regulations, and other regulations, guidelines and information as needed. *E*

Distribute course outlines and other curriculum materials to division/department chairs and administrators. *E*

Organize curriculum files; maintain and update course files; set up new course files; prepare deleted files for microfilming. *E*

Attend a variety of meetings and workshops as necessary; assist in workshops and presentations to departments on procedures for curriculum outline preparation. *E*

Attend, take and type minutes of curriculum committee meetings; disseminate minutes to division and department chairs and administrators. *E*

Compose and type a variety of letters, memoranda and related correspondence. *E*

Perform related duties as assigned.

## **KNOWLEDGE AND ABILITIES:**

### **KNOWLEDGE OF:**

Modern office procedures, methods and computer equipment.  
Business letter writing, 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:**

Learn the curriculum requirements of the District and other state educational institutions.  
Maintain records and prepare reports.  
Research education requirements and gather related information.  
Communicate effectively both orally and in writing.  
Establish and maintain cooperative and effective working relationships with others.

## **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.

- |          |                               |  |                                      |
|----------|-------------------------------|--|--------------------------------------|
| 1.       | Seldom = Less than 25 percent | 3.   | Often = 51-75 percent                |
| 2.       | Occasional = 25-50 percent    | 4.   | Very Frequent = 76 percent and above |
| <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</u> | g.                            | Ability to bend and twist.   |                                      |
| <u>2</u> | h.                            | Ability to lift <u>10</u> lbs.   |                                      |

- 2 i. Ability to carry 10 lbs.
- 4 j. Ability to operate office equipment.
- 3 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.*