

**San Jose · Evergreen Community College District
Classified Job Description**

Position: College Schedule Coordinator

Department: Academic Support

Location: Evergreen Valley or San Jose City College

Date: July 1, 2016

POSITION PURPOSE

Under the direction of an assigned supervisor, the College Schedule Coordinator provides specialized technical support to the development and articulation of the schedule of classes. Incumbent in this position implements and oversees the academic scheduling activities (e.g. course fit patterns, advance registration, block scheduling, course changes, new courses, and schedule production) and assists managers with various reports and analysis related to the assigned areas.

KEY DUTIES AND RESPONSIBILITIES:

1. Lead establishment of a work plan for production of the college schedule including the processes and time lines for receiving and inputting curriculum, articulation, and scheduling information, and locating of classrooms.
2. Design and develop specialized data gathering and tabulation tools for applications such as monitoring and analyzing class/section loads, curriculum development work-in-progress, Board actions, and projects, using database or spreadsheet software.
3. Serve as the lead in the development process of revising and updating course offerings in the catalog and other related components.
4. Coordinate and lead the development of the new expanded two-year schedule production processes of the enrollment management plan.
5. Work with the Curriculum, Admissions and Records, and other District offices to support student class registration; work with campus payroll personnel to ensure accurate course input that affects faculty pay; ensure loads for all faculty assignments are accurate.
6. Monitor curriculum development processes and Board actions. Receive and update all new, revised, and deleted courses into the computer-aided Course Master File following curriculum committee and Board actions. Maintains up-to-date and historical records for the Course Master File.
7. Review and compare curriculum and matriculation materials to course descriptions, ensuring accuracy of the listed curriculum codes and prerequisites.
8. Collect information and proposals for rooms and times; plan and schedule classroom locations and times; review room schedules for conflicts and resolve problems with appropriate administrator or faculty member.
9. Create course sections, reviewing course codes, descriptions, prerequisites, and levels. Enter class sections into one or more automated database management system to facilitate publishing of the schedule of classes and on-line student registration.
10. Create and update the Schedule of Classes including on-line schedules of classes throughout the semester. Prepare and distribute lists of additions, deletions, and changes to the schedule.
11. Proofread information submitted for the schedule and catalog by other committees, faculty and

administration to verify accuracy of matriculation, credit hours, schedule, and room.

12. Serve as a lead in drafting and submitting contract coding in the system for state reporting.
13. Attend campus curriculum committee meetings and serves as a resource to the committee on matters that include but are not limited to converting hours to credits, information on file.
14. May train and provide work direction to classified or casual employees in the operations and procedures of academic scheduling.
15. Perform other related duties as assigned.

Knowledge of:

1. Processes used to produce college master schedules including timing to conform with curriculum and articulation processes.
2. Procedures for creating course sections.
3. Faculty workload computations.
4. Matriculation rules, laws, policies, procedures, and requirements for maintaining an accredited curriculum record.
5. Computer based software programs that support this level of work, including but not limited to word processing, spreadsheet, presentation graphics, and data entry onto custom databases.
6. Sufficient math skill to interpret statistics and perform a full range of arithmetic calculations.
7. Proper English usage, grammar, spelling, and punctuation.
8. Interpersonal skills using tact, patience and courtesy.
9. Principles and practices of supervision and training.

Skills and Ability to:

1. Read, analyze and interpret information on a course and program descriptions, technical procedures and governmental regulations.
2. Maintain large amounts of information in electronic and manual files.
3. Interpret statistics and perform a full range of arithmetic calculations.
4. Write reports, correspondence and informational materials.
5. Communicate effectively both orally and in writing.
6. Interpret statistics and perform a full range of arithmetic calculations.
7. Establish and maintain cooperative and effective working relationships with others.
8. Train and provide work direction to others.
9. Work independently with little supervision; prioritize work and meet schedules.

Experience and Education:

1. Bachelor's degree from an accredited institution.
2. Two years of increasingly responsible administrative and programmatic experience in an educational institution preferably in curriculum, articulation, or program development and implementation.
3. Experience in building an academic term schedule.
4. Demonstrated sensitivity, knowledge and understanding of the diverse academic, socioeconomic, gender, cultural, disability, and ethnic back of groups historically underrepresented, and groups who may have experienced discrimination.

WORKING CONDITIONS

Environment:

1. Typical office environment.
2. Constant interruptions and frequent interaction with students, staff and the public.

Physical Demands:

1. Dexterity of hands and fingers to operate a computer keyboard.
2. Sitting or standing for extended periods of time.
3. Hearing and speaking to exchange information in person or on the telephone.
4. Light lifting of materials.
5. Reaching to file and retrieve records

Board Approved: 6/14/16

Salary Range: 115

EEO Category: 2B2 – Other Professional