

Range	35
Hourly/day	8
Hours/week	40
Months	12

SHASTA-TEHAMA-TRINITY
 JOINT COMMUNITY COLLEGE DISTRICT

JOB TITLE: Instructional Scheduler/Curriculum Technician

DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES

To perform a wide variety of confidential, highly responsible, and complex technical duties in the preparation and processing of the schedule of classes for the instructional programs. Employees in this classification receive limited supervision within a framework of standard policies and procedures. This job class provides specialized functions in the collecting, evaluating, assembling, and proofing of data and information for inclusion in the college class schedules and other publications as well as providing confidential administrative support functions. This job class performs complex and highly responsible technical skills requiring the use of initiative, organizational skills, problem solving skills, and independent judgment in the organization, coordination, and processing of work and information. This job class requires multi-tasking, strong communication skills, and extensive software knowledge.

SUPERVISOR Vice President of Academic Affairs or designee

TYPICAL DUTIES

Essential Functions:

- Collects, evaluates, assembles, proofs, and verifies data and information for the college class schedules, and prepares schedules in online and printable formats.
- Learns complex computer software protocols to coordinate and assign rooms for instructional use.
- Enters and updates schedule and course information each semester.
- Establishes and maintains schedule records and files on all courses, data and information related to scheduling for instructional programs.
- Receives, reviews, and verifies documents, records, and forms for accuracy, completeness, and conformance to applicable rules, regulations, policies, and procedures.
- Acts as information source regarding department/office policies, procedures, and requirements: receives callers and provides information where judgment, knowledge, and Interpretation of established procedures/policies are required.
- Collects and assembles curriculum materials: prepares data for reports and college catalog: establishes priorities within scope of responsibility.
- Maintains curriculum records: establishes and maintains files on all courses, data and information related to instructional programs and operations.
- Takes minutes at Curriculum Council and other meetings as assigned.
- Maintains files related to accreditation: assists in the preparation of reports related to accreditation.
- Types/word processes a wide variety of documents such as interoffice communications, requisitions, forms, letters, reports, statistics, specifications from rough draft or verbal instructions and independently composes correspondence.

- Develops or assists in the development of forms, worksheets, and record keeping systems for the collection, dissemination, and maintenance of needed information.
- May supervise clerical or student help.
- Performs other related duties similar to the above in scope and function.

EMPLOYMENT STANDARDS

Knowledge of:

- Rules and regulations, policies and procedures governing the community college district
- Computer software and usage and dedicated computerized systems
- Business English including grammar, punctuation, vocabulary and spelling
- Proper office methods, techniques, and procedures Ability

to:

- Learn the operations, procedures, policies, and requirements of the Academic Affairs Office and apply them with good judgment in a variety of procedural situations
- Independently carry out a variety of technical and routine administrative procedures
- Prioritize work load and position functions to meet established timelines in conjunction with other departments
- Prepare and maintain accurate and complete records and reports
- Independently compose and type correspondence and reports
- Compile and maintain the security of confidential information
- Effectively use personal computer and dedicated computerized systems: operate a variety of standard office equipment
- Effectively and tactfully communicate in both oral and written forms
- Establish and maintain effective working relationships with those contacted in the performance of required duties
- Accurately type at a rate required for successful job performance
- Accurately perform mathematical calculations

Experience/Education

Increasingly responsible technical/secretarial experience, preferably in an educational setting. Associate in Arts Degree or equivalent