

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
CLASSIFIED POSITION DESCRIPTION**

JOB TITLE: Instructional Programs Support Coordinator

BASIC FUNCTION: Under the supervision of the Dean of Instruction, performs a wide variety of responsible, complex and technical duties for the college instructional program which include maintaining and verifying the curriculum; analyzing and ensuring compliance in the publication of the Class Schedule and College Catalog, tracking and reporting FLEX activities, and coordinating and processing college program review documents. Additionally this position will provide technical assistance to administrative and instructional support staff regarding Title 5 requirements, as well as providing training in a variety of areas relevant to the daily academic activities of the College.

PROVIDES WORK OR LEAD DIRECTION TO: Not applicable – no permanent full-time staff to supervise.

REPRESENTATIVE DUTIES:

1. Maintains, coordinates, tracks, and processes college program review documents to support college level strategic planning.
2. Coordinates and updates college catalog including course descriptions, student services, and instructional information.
3. Using the district intranet Share Point system, maintains, records, and tracks faculty FLEX activities for purposes of state reporting.
4. Ensures integrity of data in both section and course offerings; audits input of section offerings to ensure compliance with District policies, state regulations and MIS reporting requirements; verifies co-requisite course requirements; reviews and corrects information as necessary; makes all subsequent additions, cancellations, and modifications as needed.
5. Analyzes and resolves or recommends solutions for technical problems related to curriculum and scheduling needs and system requirements; analyzes the impact of system and software modifications and enhancements to the curriculum and scheduling components of the student data and curriculum management systems.
6. Provides support for curriculum management system, within CurricUNET.
7. Assists with the ongoing use of the CurricUNET system including identifying solutions to on-going problems and issues
8. Assists in the review of all college curriculum proposals to ensure adherence to Title 5 regulations, and curricular integrity. Assists with agendas, minutes and supporting documents, for college curriculum meetings
9. Maintains curriculum by coordinating and tracking the curriculum-related documents from submission through Board and Chancellor's office approval as required; ensures compliance with District policy and state curriculum regulations; verifies information and assigns appropriate local, state, and federal codes; maintains current knowledge of state regulations regarding curriculum issues.
10. Provides technical information, assistance and training to faculty and administrative and instructional support staff users regarding curriculum, program review, and scheduling and components of the curriculum management and student data systems; develops appropriate training materials.
11. Participates in compliance and accuracy issues resulting from the Datatel System and MIS/320 reports.

12. Supports the class schedule production to ensure timeliness and accuracy; serves as a liaison between Dean of Instruction, District instructional program and various other departments, including Information Systems.
13. Collects and organizes materials for the production of the class schedule; edits and reviews final proof.
14. Maintains and updates curriculum; communicates changes to appropriate personnel; tracks and monitors changes to verify accuracy and conformity to standards.
15. Attends college curriculum and program review committee meetings and records all official proceedings; files and indexes meeting proceedings.
16. Tracks new courses, course revisions, course deletions, substantive changes, and certificate/degree pattern information; prepares and submits reports to Board of Trustees.
17. Takes an active role in supporting the program review process and its connection to strategic planning and resource allocation.
18. Coordinates with Articulation Officer; inputs transfer and articulation information on student data and curriculum management systems.
19. Updates the curriculum management and student data systems and other databases as programming changes and/or facilities are added.
20. Takes a leadership role as questions arise about curriculum, program review, and scheduling matters .
21. Participates in in-service training programs.
22. Maintains a friendly, supportive atmosphere for students, staff, faculty, and the public.
23. Performs other duties, related to the position, as assigned.

EDUCATION/EXPERIENCE: An Associate's degree from an accredited institution and four years of increasingly responsible experience in instructional administrative support are required. A Bachelor's degree from an accredited institution in business or related field is desired.

LICENSES/CERTIFICATIONS: None.

KNOWLEDGE OF: Modern office practices, procedures, and equipment; principles and practices of team leadership; providing support to others in the analysis of problems and development of processes that solve the problems; interpersonal skills including tact, patience, and courtesy; Internet applications such as e-mail, Web browsers, Datatel and CurricUNET or similar curriculum management and student data systems; software applications such as Microsoft Word, Excel, and PowerPoint.

ABILITY TO: Operate personal computer; perform various responsible, complex, and technical support duties for the College's Instructional Program including program review; gain knowledge of District and college organization, operations, policies, and objectives, as well as, applicable sections of the State Education Code and other applicable laws; learn rules and regulations regarding curriculum established by the State Chancellor's office, as well as, relevant state MIS reporting procedures and requirements; provide leadership, guidance, and technical support to the instructional support staff at the Campus level and/or in small groups; work independently with little direction, including planning and organizing schedules and time lines; read, interpret, apply, and explain state and District rules, regulations, policies, and procedures related to college curriculum and program review; prepare and edit reports and other materials; compose letters independently; interview and communicate effectively with administrators, faculty, staff, students, and the public; compile and maintain accurate and complete records and reports; keyboard at a speed of not less than 50 net words per minute; establish and maintain effective relationships with others.

OTHER: Candidate must demonstrate clear evidence of sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of community college students, staff and the community.

September 2010

CONTACTS: Co-workers, other departmental staff, administrative and instructional staff, and the Board of Trustees.

WORKING CONDITIONS: Normal office environment.

The Riverside Community College District is an equal opportunity employer and recognizes the need to provide reasonable accommodations to employees with disabilities. For more information, contact (951)222-8039.