

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
CLASSIFIED POSITION DESCRIPTION**

JOB TITLE: Instructional Support Coordinator

BASIC FUNCTION: Under the supervision of the area Associate Vice Chancellor, performs a wide variety of responsible, complex and technical duties for the District instructional program which include maintaining and verifying the District's curriculum; analyzing and ensuring compliance in the publication of the Class Schedule and College Catalogs. Additionally this position will provide technical assistance to administrative and instructional support staff regarding teaching assignments, state reporting requirements and attendance, as well as providing training in a variety of areas relevant to the daily academic activities of the Colleges.

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

REPRESENTATIVE DUTIES:

1. Modifies and maintains the master catalog course data files for three colleges, including course equate codes, co-requisite course requirements, waitlist capability, course effective dates and status and all course attributes. Coordinates and updates catalog informational pages.
2. 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.
3. 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.
4. Maintains all curriculum management system attributes, users, permissions and authority levels within CurricUNET.
5. Assists with the ongoing development of the CurricUNET system including refining the approval-process programming, writing tutorials and help screens, and identifying solutions to on-going problems and issues
6. Edits and participates in the development of the CurricUNET newsletter, suggests and assists with writing articles, and proofreads content for readability and accuracy.
7. Participates in the technical review of all curriculum proposals. Reviews all curriculum proposals for content, adherence to Title 5 regulations, and curricular integrity. Records official proceedings, prepares agendas, minutes and supporting documents, and utilizes PC Tablet to communicate Tech Review curriculum recommendations.
8. Maintains the District 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.
9. Provides technical information, assistance and training to faculty and administrative and instructional support staff users regarding curriculum and scheduling and components of the curriculum management and student data systems; develops appropriate training materials.
10. Provides a leadership role between the Instructional Department Specialists (IDS) and the Deans of Instruction and Information Services.

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11. Provides orientation for all IDS; takes responsibility for ongoing training of existing IDS on new developments/procedures and formation of communication network between IDS and Information Services.
12. Develops and updates IDS procedural manual, forms, and workshop material.
13. Participates in compliance and accuracy issues resulting from the Datatel System and MIS/320 reports; reviews student data system exception reports; determines type of exception and best solution; corrects as appropriate.
14. Maintains teaching assignments and ensures that all assignments are set up according to regulations.
15. Develops and implements the class schedule production calendar to ensure timeliness and accuracy; prepares schedule assistance information; serves as a liaison between District instructional program and various other departments, including Information Systems.
16. Collects and organizes materials for the production of the class schedule; edits and reviews final text; prepares copy for printer.
17. Maintains and updates curriculum; communicates changes to appropriate personnel; tracks and monitors changes to verify accuracy and conformity to standards.
18. Attends District curriculum committee meetings and records all official proceedings; prepares agendas for the three colleges; files and indexes meeting proceedings.
19. Compiles all new course, course revision, course deletion, and certificate/degree pattern information; prepares and submits reports to Board of Trustees.
20. Takes an active role in resolving registration, evaluation, and section input problems as well as other issues associated with the student data system.
21. Coordinates with Articulation Officer; inputs transfer and articulation information on student data and curriculum management systems.
22. Updates the curriculum management and student data systems and other databases as programming changes and/or facilities are added.
23. Takes a leadership role as questions arise about the curriculum management and student data systems, curriculum and scheduling matters, general procedures, and past practices.
24. Participates in District-provided in-service training programs.
25. Maintains a friendly, supportive atmosphere for students, staff, faculty, and the public.
26. 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 District's Instructional Program; gain knowledge of District 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, as well as, training to individuals 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; 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.

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.