



West Valley - Mission

Community College District

CLASS SPECIFICATION

SUPERVISOR, CURRICULUM & INSTRUCTIONAL SYSTEMS

Supervisory Position (Non-Exempt Status)

Supervisors Salary Schedule – Range 32

DEFINITION

To plan, organize, direct, and supervise staff and operations within the office of instruction; and to perform a variety of professional and technical tasks relative to assigned area of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Vice President, Instruction and the Dean of Instruction.

Exercises direct supervision over assigned professional, technical and administrative support staff.

EXAMPLES OF ESSENTIAL DUTIES - Duties may include, but are not limited to, the following:

Recommend and assist in the implementation of goals and objectives; establish schedules and methods for instructional systems, including class scheduling and curriculum, related to area of assignment; implement policies and procedures.

Plan, prioritize, assign, supervise, and review the work of staff involved in instructional systems and office operations.

Evaluate operations and activities of assigned responsibilities; recommend improvements and modifications; prepare various reports on operations and activities.

Participate in budget preparation and administration; prepare cost estimates for budget recommendations; monitor and control expenditures.

Participate in the selection of staff; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline procedures.

Oversee, facilitate and implement complex curriculum development processes, including curriculum review, curricular approval and entry into integrated systems; ensure the accurate analysis, compilation and communication of curricular and other data for the completion of special and regular reports, college publications, surveys, and other matters.

Develop complex statistical reports for institutional, state, federal, and external agencies.

Work with information technology staff, other functional areas or outside consultants to identify, troubleshoot and rectify student administration applications problems in course catalog, class schedule, faculty workload, MIS, and other areas.

Ensure orderly documentation and support for the college academic senate.

Monitor and analyze changes to laws, regulations, and procedures relative to curriculum development, review and approval processes; interpret, explain, and disseminate information on pertinent regulations to administrators, faculty and staff.

Answer questions and provide information to students, staff, administrators, and others; investigate complaints and recommend corrective action as necessary to resolve complaints.

Build and maintain positive working relationships with co-workers, other district employees, and the public using principles of good customer service.

Foster an environment that embraces diversity, integrity, trust, and respect.

Be an integral team player, which involves flexibility, cooperation, and communication.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Principles and practices of college instructional programs.

Complex integrated systems used in college instructional programs.

Principles and practices of supervision, training, and performance evaluations.

Principles and practices of budget monitoring.

Principles and practices of safety management.

Pertinent local, state, and federal laws, ordinances, rules and regulations.

Ability to:

Organize, implement, and direct instructional operations/activities.

On a continuous basis, know and understand all aspects of the job; intermittently analyze work papers, reports, and special projects; identify and interpret technical and numerical information; observe and problem solve operational and technical policy and procedures.

On a continuous basis, sit at desk for long periods of time; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone; write or use a keyboard to communicate through written means; and lift or carry weight of 10 pounds or less.

Interpret and explain pertinent federal and state regulations, and department policies and procedures.

Assist in the development and monitoring of an assigned program budget.

Develop and recommend policies and procedures related to assigned operations.

Supervise, train, and evaluate assigned staff.

Use sound judgment in recognizing scope of authority.

Operate and use modern office equipment including computers and applicable software.

Maintain regular attendance and adhere to prescribed work schedule to conduct job responsibilities.

Utilize appropriate safety procedures and practices for assigned duties.

Communicate effectively orally and in writing.

Relate effectively with people of varied academic, cultural, and socio-economic backgrounds using tact, diplomacy, and courtesy.

Establish and maintain effective, cooperative, and collaborative working relationships with others.

Work beyond normal business hours, attend evening meetings and/or perform weekend work, and travel.

Experience and Education

Any combination of experience and education that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Experience:

Four years of increasingly responsible experience in college instructional systems and regulations related to area of assignment, including one year providing technical and functional supervision over assigned staff.

Education:

Equivalent to a Bachelor's degree from an accredited college with major coursework in education, business administration, public administration, computer science or a related field.

EEO Category: Professional Non-Faculty

Date Approved: May 18, 2021