

San Diego Community College District

CLASSIFICATION DESCRIPTION

Title: CET Instructional Support Analyst

Unit: Supervisory and Professional

Page: 1 of 2
Job Code: D1280
Original Date: 08/2001
Last Revision: 05/2016
Staff Type: Classified
FLSA status: Non-Exempt
Salary Range: 7

DEFINITION

Under the general supervision of the Vice President of Instructional and Student Services or assigned supervisor or manager, supervise and participate in the coordination and operation of instructional and student services for districtwide Continuing Education relieving the head of the department of a variety of administrative and technical duties. Supervise and coordinate the input of student attendance and registration data. Supervise and coordinate non-credit curriculum and the non-credit curriculum inventory.

EXAMPLE OF DUTIES

1. Coordinate and supervise the day-to-day operation of non-credit Instructional and Student Services activities, relieving the department head of a variety of administrative and technical duties; ensure the flow of communication between the head of the department and other employees; work cooperatively with faculty in the instructional development and evaluation of the program.
2. Analyze system, administrative, and operational processes to ensure non-credit regulations and requirements are met. Identify issues and concerns relating to operations, policies, and procedures and coordinate the resolution of technical issues. Provide analytical and technical support to departments, committees, faculty, staff, and administrators.
3. Act as the technical resource for the non-credit integrated student information system, including coordinating with other departments on planning and implementing changes and testing of the student information system as related to non-credit programs.
4. Coordinate and monitor the non-credit curriculum approval process; supervise and maintain the curriculum inventory of non-credit and fee courses for Continuing Education. Provide technical information regarding the non-credit approval process and procedures to faculty, staff, and administrators. Supervise and coordinate the updating of the Continuing Education Catalog and data entry of all catalog information; supervise the maintenance and updating of course outline files.
5. Supervise the scheduling, preparation, and distribution of agenda items and supporting documentation for the Continuing Education Curriculum Council; attend meetings, take and transcribe minutes, and maintain files.
6. Provide technical assistance, training, and direction to various support staff as necessary to achieve efficient operation of non-credit instructional and student services functions.
7. Perform special studies and research projects; perform analysis of data collected; prepare narrative and statistical data reports; prepare recommendations as requested; prepare and distribute reports.
8. Process incoming and outgoing correspondence; answer questions regarding policies and procedures, requirements and regulations, and district organizational structure.
9. Maintain records and files involving curriculum, student services, and student outcomes.
10. Evaluate department operating procedures; develop and recommend new and revised procedures as appropriate.

11. Evaluate and resolve administrative problems or make recommendations regarding alternative courses actions.
12. Attend meetings; serve on district committees as assigned; coordinate instructional support schedules and activities with other departments; provide instructional support information to others as requested.
13. Perform related duties as assigned.

DESIRABLE QUALIFICATIONS

Knowledge:

Applicable sections of State Education Codes and State and federal laws.
Basic principles of supervision and training.
Budget preparation and expenditure control.
District organization, operations, policies, and objectives.
English usage, grammar, spelling, punctuation, and vocabulary.
Instructional and Student Services support techniques, procedures, and methods.
Modern office practices, procedures, and equipment.
Record-keeping techniques.

Skills and Abilities:

Analyze situations and determine effective course of action.
Communicate effectively both orally and in writing.
Establish and maintain effective working relationships with others.
Interpret and explain laws, rules, policies, procedures, and collective bargaining agreements.
Maintain records and prepare reports.
Meet schedules and time lines.
Operate a variety of instructional support and office equipment.
Plan and organize work.
Train and supervise personnel.
Understand and follow oral and written directions.
Work independently with little directions.

Training and Experience:

Any combination of training and experience equivalent to: college degree and course work in instructional media or area of specialty or related areas, supplemented by specialized training in supervision, office management, or media and at least four years increasingly responsible experience in a field related to the assigned area.

License:

Valid California driver's license.

WORKING CONDITIONS

Physical Requirements:

Category III

Environment:

Favorable, usually involves an office.