

San Diego Community College District

CLASSIFICATION DESCRIPTION

Title: Senior Instructional Support Supervisor

Unit: Supervisory and Professional

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Job Code: D1231
Original Date: 09/2015
Last Revision: 09/2015
Staff Type: Classified
FLSA status: Exempt
Salary Level: 10

DEFINITION

Under the general supervision of a dean or assigned manager, supervise and participate in the coordination, operation, and oversight of all instructional science equipment, supplies, and laboratories; organize and coordinate science laboratory supply and equipment related activities. Relieve department heads of a variety of routine administrative duties.

EXAMPLE OF DUTIES

1. Coordinate and supervise the day-to-day operation of all instructional science equipment, supplies, and laboratories, relieving department heads of a variety of administrative duties; ensure the flow of communication between department heads and other employees; work cooperatively with faculty in the instructional development and evaluation of programs.
2. Recruit, train, supervise and evaluate performance of assigned clerical and technical staff in the delivery of the respective instructional support services. Supervise and coordinate assignments for hourly non-contract employees, CALWORKS and Work-Study students. Perform in-service training of faculty and staff in the use of equipment, computers and related software, telecommunications equipment, and other tools.
3. Coordinate work assignments of subordinates; assign work; secure substitutes and additional hourly staff as necessary to achieve efficient operation; assume duties of subordinate staff if necessary.
4. Supervise staff and support activities associated with on-going grant agreements and outreach projects; assist non-classroom faculty with grant projects.
5. Prepare budget recommendations; monitor budget expenditures; coordinate the repair and maintenance of facilities and equipment; supervise the ordering, receiving, and distribution of supplies; maintain inventories as required.
6. Coordinate and maintain compliance of government regulated safety components in the science facilities, including training, certification, and protocols related to hazardous chemical and bio-medical storage and waste and emergency showers/deluge.
7. Perform special studies and investigations; perform preliminary research and analysis of data collected; prepare narrative and statistical data reports; prepare recommendations as requested.
8. Process incoming and outgoing correspondence; prepare and distribute reports; schedule appointments and meetings.
9. Maintain records and files involving personnel, payroll, budgets, requisitions, policies and procedures, correspondence, and other items.
10. Interpret department and district rules, policies, and procedures, including collective bargaining agreements.
11. Evaluate department operating procedures; develop and recommend new and revised procedures as appropriate. Evaluate and resolve administrative problems or make recommendations regarding alternative courses of action.

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. Maintain collaborative relations with local government agencies, other educational organizations, biotechnology companies, and research institutions.
13. Prepare funding proposals as assigned; participate in or conduct workshops to provide training and information.
14. Perform related duties as assigned.

DESIRABLE QUALIFICATIONS

Knowledge:

- Applicable sections of California Education Codes, 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 support techniques, procedures, and methods of assigned instructional areas.
- Modern office practices, procedures, and equipment, including computer hardware and software.
- Multiple science disciplines.
- Oral and written communication skills.
- OSHA workplace safety rules and regulations for science laboratory environments.
- Record-keeping techniques.
- Technical aspects of field of specialty.

Skills and Abilities:

- Analyze situations accurately and adopt an 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 compliance of government-regulated safety components in science facilities, including training, certification, and protocols.
- Maintain records and prepare reports.
- Meet schedules and timelines.
- Operate and maintain 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 in biological or physical sciences and at least four years increasingly responsible experience working in a science laboratory setting, including experience supervising others.

License:

Valid California driver's license.

WORKING CONDITIONS

Physical Requirements:

Category III

Environment:

Favorable, usually involves an office.