

TITLE: Coordinator, Scheduling

CLASSIFICATION: Classified

SALARY GRADE: C13

SCOPE OF POSITION:

Under general direction, plans, organizes, and implements the daily operations and development of the District-wide schedule. Organizes and maintains scheduling, facilities, and instructor databases. Advises faculty, management, and staff in all areas of class scheduling and instructor load. Serves as technical resource to faculty, management, and staff. Oversees the production, publication, and distribution of final class schedules. May lead the work of other classified employees.

DISTINGUISHING CHARACTERISTICS:

The Coordinator, Scheduling is distinguished from the Scheduling Technician by the added responsibility of serving as a lead worker; overseeing the production of the class schedule; and ensuring the maintenance and accuracy of the scheduling information, attendance accounting coding and instructional loads.

KEY DUTIES AND RESPONSIBILITIES:

Examples of key duties are interpreted as being descriptive and not restrictive in nature. Incumbents routinely perform approximately 80% of the duties below.

1. Develops and implements calendar and timelines for creation of the schedule of classes. Establishes dates for data collection from department chairs, deans, and instructors. Encodes data entry for courses and develops a series of draft schedules.
2. Performs and reviews schedule revisions and updates. Maintains instructor, facilities, and schedule databases.
3. Serves as a technical resource to department chairs, administrators, classified staff, and faculty regarding schedule development, course information, schedule templates, instructor loads, attendance accounting coding, and room assignments. Delivers trainings on attendance accounting, schedule development, and instructor loads.
4. Processes schedule change forms and updates schedule database. Tracks changes to the department schedule listing and updates room assignments.
5. Monitors and maintains instructor database, including input of all faculty personnel action forms (PAFs) and reassigned time information. Monitors contract load balances and instructor pay types.
6. Processes monthly reports such as instructor load reports for the Board of Trustees and various end-of-semester reports.
7. Works in collaboration with Payroll and Human Resources regarding instructor load issues, PAFs, and reassigned time information.
8. Completes special projects and implements District policies and procedures pertaining to instructor loads and other scheduling issues.
9. Serves as a lead worker for other classified employees.

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KNOWLEDGE OF:

1. Online computer database management systems.
2. Basic web accessibility tools and document remediation.
3. Relevant local, state, and federal rules and regulations, programs, policies and procedures.
4. Applicable technology usage, including standard office productivity software and other appropriate technology.

ABILITY TO:

1. Prepare and present information to groups.
2. Develop and maintain records and reports.
3. Interpret, apply, and explain District policies, procedures, and collective bargaining agreements.
4. Collaborate productively and cooperatively with individuals and groups both internally and/or externally.
5. Communicate effectively, both orally and in writing.
6. Exercise appropriate judgement in interactions with others and with work processes.
7. Interact with the public in a helpful, courteous, and professional manner.
8. Demonstrate sensitivity to, and respect for, a diverse population.

QUALIFICATIONS:

Candidates/incumbents must meet the minimum qualifications as detailed below, or file for equivalency. Equivalency decisions are made on the basis of a combination of education and experience that would likely provide the required knowledge and abilities. If requesting consideration on the basis of equivalency, an Equivalency Application is required at the time of interest in a position (equivalency decisions are made by the supervising administrators, in coordination with the department where the vacancy exists, if needed.)

EDUCATION:

Associate degree required.

EXPERIENCE:

2+ years of related experience in an educational setting required.

SANTA ROSA JUNIOR COLLEGE COMMITMENT:

All classifications require a commitment to the District's Vision, Mission, Values, Goals and Objectives as articulated in the [Strategic Plan](#).