Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

JOB SUMMARY.

Responsible for planning, organizing and coordinating operational activities of the Office of Instruction's Instructional Division, including the approval process for locally-developed curriculum and instructional degree and certificate programs, the publication and updating of the college catalog, and preparation of the class schedule.

DISTINGUISHING CHARACTERISTICS.

The Manager, Instruction Office is a stand-alone class and is distinguished from other classes by its responsibility for managing the Office of Instruction.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS. Essential responsibilities and duties may include, but are not limited to, the following:

1. Performs full supervisory activities, subject to management concurrence and in accordance with applicable College policies, which includes: selecting and training new employees; planning, assigning, scheduling, and evaluating completed work; approving overtime/compensatory time; preparing and signing employee performance evaluations; recommending salary reclassifications; responding to grievances and taking appropriate disciplinary action; and performing related supervisory activities.

2. Plans, organizes, and coordinates the day-to-day activities of the Office of Instructional Services; coordinates assigned areas of responsibility with other departments and functional units within the division and the District.

3. Serves as the District liaison for operational matters associated with instruction and related functions, including identifying and resolving problems associated with class scheduling, catalogue production, and curriculum processing issues.

4. Plans and coordinates the approval process for locally-developed curriculum; assures compliance with local requirements before submitting for State approval; provides guidance and information to curricular staff with approval processes, class schedules and special projects.

5. Reviews, evaluates, analyzes, and works to improve local operational and state-reporting procedures.
6. Responds to inquiries and requests for information from faculty, department chairs, directors, deans, and staff regarding policies and procedures.

7. Conducts advanced research on instructional methodologies and related issues; evaluates options and recommends the implementation of best practices suited to the needs of the District.

8. Participates in the development of the department budget; participates in the forecasting of funds needed for staffing, equipment, materials and supplies; monitors and approves expenditures; implements necessary adjustments.

9. Plans, schedules, develops, and presents training and workshops to other department staff as needed.

10. Evaluates and directs the compilation of statistical data and reporting related to assigned areas.

11. Composes, prepares, and distributes a variety of correspondence; prepares a variety of reports for the Assistant Superintendent/Vice President, Instruction; directs office staff and participates in the generation and maintenance of a variety of records and reports, including class schedules, the college catalog, faculty assignments, curriculum-related materials, and accreditation reports.

**Marginal Functions:**

1. Participates in/on a variety of committees, task forces, meetings, and/or other related groups in order to receive and/or convey information.

2. Provides responsible staff assistance to the Assistant Superintendent/Vice President, Instruction.

3. Participates in shared governance through service on planning and/or operations committees and task forces.

4. Performs related duties and responsibilities as required.

**QUALIFICATIONS.**

**Knowledge of:**

1. Managerial principles and practices.

2. Interrelationships between class curriculum, calendars, schedules, registration and other instructional components.

3. District-wide administrative methods and procedures.

4. Budgeting principles and practices.

5. Customer service principles and practices, including the use of tact, patience, and courtesy.

6. Community college organization, operations, policies and objectives.

7. Applicable Federal, State, and local codes, laws and regulations.

**Skill in:**

1. Supervising, training and directing the work of others.

2. Utilizing a computer and related software applications.

3. Analyzing and troubleshooting difficult situations accurately and adopting an effective course of action.

4. Establishing and maintaining effective working relationships with those contacted in the course of work.

5. Interpreting complex data and information.

6. Reading, interpreting, applying and explaining rules, regulations, policies and procedures.
7. Communicating clearly and concisely, both orally and in writing.
8. Mediating difficult and/or hostile situations.
9. Effectively responding to all situations/incidents using sound judgment and decision-making skills.
10. Managing day-to-day operation of the instructional division.
11. Coordinating assigned areas of responsibility with other departments and functional units.
12. Developing, coordinating, and managing the preparation of course schedules and catalogues.
13. Developing, managing, and administering budgets.
14. Conducting research and performing a variety of special projects as assigned.
15. Working independently with little direction.
16. Prepare reports by compiling and organizing data from a variety of sources.
17. Maintaining accurate and complete records.
18. Maintaining confidentially and exercising discretion.

**Experience and Training Guidelines:**

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

**Experience:**

Five years of experience in an instructional setting involving curriculum and class schedule development, including two years of supervisory experience.

**Education/Training:**

Bachelor’s degree in education, business administration, or a related field.

**WORKING CONDITIONS**

**Environmental Conditions:**

Office environment; exposure to computer screens, noise and electrical energy; extensive contact with faculty, staff and students.

**Physical Conditions:**

Essential and marginal functions require maintaining physical condition necessary sitting for extended periods of time. Must be able to travel between education centers, satellite sites and other District locations.