



APRIL 2012
FLSA: NON-EXEMPT

SCHEDULING SPECIALIST

DEFINITION

Under general supervision, provides specialized technical and logistical support to the development of the schedule of classes to facilitate publishing of the schedule and support on-line student registration. Assigns and maintains the booking schedule of classrooms throughout the District; maintains, verifies and updates records of faculty assignments including generating faculty contracts and monitoring loads; assists the front office of the department and provides technical and administrative support functions to the Dean of Academic Affairs or Vice President of Compton Center; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Dean of Academic Affairs. Supervision is exercised over student workers.

CLASS CHARACTERISTICS

This classification develops the schedule of classes to be offered at the District, as well as maintains and coordinates the classroom schedule by facilitating accurate room bookings. Performance of the work requires the use of considerable independence, initiative, and discretion within established guidelines. This classification is distinguished from the Event Coordinator/Scheduler in that the latter facilitates the scheduling and rental of college facilities. It is further distinguished from general administrative classifications by its specialization in class schedule, generating faculty contracts and room booking coordination.

EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Coordinates the development, preparation and timing of the class schedule with instructional areas and area administrator; enters data in student database and ensures accuracy of units, times, locations, days, curriculum changes and other course-related information for compliance with District and state regulations.
- Distributes preliminary class schedules and course descriptions to academic divisions for review and update. Collects information and proposals for rooms and times. Reviews schedules for conflicts and resolves problems with appropriate administrator or faculty member.
- Organizes and oversees the processing of all scheduling information, materials, equipment, and clerical procedures; reviews schedule input from divisions for accuracy and completeness.
- Provides technical assistance to academic divisions for resolving room and time conflicts, room change requests, taking into consideration related classes and attendance.
- Prints and distributes course listings to departments for revisions; enters and edits data in computer using specialized software.
- Proofreads information submitted for the schedule and directory by academic divisions to verify accuracy of descriptions, links, majors, credit hours, schedule, and room. Edits directory information such as course sections, course codes, descriptions, prerequisites, and levels.

- Analyzes, evaluates, corrects and inputs data into the system from schedule information documents for the preparation of class schedules; runs reports, checks for accuracy and completeness and notifies instructional departments of errors, discrepancies or omissions.
- Coordinates with ITS department for reports, technical information, and on-line changes to course and schedule programs.
- Generates instructor assignment reports and contracts; monitors faculty workload limitations based on collective bargaining agreement limits.
- Works with Fiscal Services and Human Resources to ensure that are assigned the correct position control number based on their contract for a given term.
- Updates the schedule of classes throughout the semester. Prepares and distributes lists of additions, deletions, and changes to the schedule.
- Maintains electronic and paper records of schedules, catalogs, and other instructional services materials; maintains historical information and correspondence files for current and anticipated research and planning efforts.
- Performs general office functions including typing, filing, and answering telephones; assists the front office of the Academic Affairs department as needed.
- Operates standard office equipment, including job-related computer hardware and software applications, facsimile equipment, and multi-line telephones.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Applicable Federal, State, and local laws, regulations, policies, and procedures relevant to curriculum and class schedules.
- Modern office practices and technology, including personal computer hardware and software programs that support this level of work, including but not limited to word processing, spreadsheet, presentation graphics, and data entry onto custom databases.
- English usage, spelling, vocabulary, grammar, and punctuation to proofread and edit written materials intended for public distribution.
- Associated Press (AP) style of writing and the American Psychological Association (APA) writing format.
- Record keeping principles and procedures.
- Math skills to interpret statistics and perform a full range of arithmetic calculations.
- Planning, organizing, and coordinating activities related to project.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, students, and District staff, including individuals of various ages, various socio-economic, and ethnic groups.

Ability to:

- Organize, set priorities in a dynamic environment, exercise sound independent judgement and meet critical time deadlines.
- Review and proofread highly detailed class schedule information and identify errors, conflicts, omissions and other problems quickly and with a high degree of accuracy.
- Maintain academic calendar and room book.
- Perform basic algebraic calculations.
- Operate modern office equipment including computer equipment and specialized software applications programs.
- Coordinate, cross-reference, and resolve room scheduling conflicts.
- Organize and maintain a variety of records and files.

- Prepare clear, concise and accurate reports, correspondence and other written materials.
- Understand and follow oral and written instructions.
- Demonstrate flexibility and respond to changing requirements and job assignments.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Work closely and effectively with academic divisions, administration, Information Technology Services and other college personnel with regard to curriculum documentation and schedule of classes.
- Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

Education and Experience:

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

Equivalent to an associate degree in a relevant field; and four years of progressively responsible administrative or technical experience in an instructional office involving curriculum, development of class schedules and/or associated responsibilities.

Licenses and Certifications:

None.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds.

ENVIRONMENTAL ELEMENTS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.