

**DESERT COMMUNITY COLLEGE DISTRICT**  
**Educational Support Specialist**

**BASIC FUNCTION**

Under the direction of the Vice President of Student Learning, prepare and maintain load calculations for faculty; monitor data and assure accurate reporting; link faculty to sections and assignments in the database; and maintain integrity of data. Work with Student Learning, Student Success, Information Technology, Institutional Research, Fiscal Services and Human Resources to provide timely statistical and analytical reports. Assist with technical training.

**REPRESENTATIVE DUTIES**

**Essential Duties**

1. Prepare load calculations for faculty, both teaching and non-teaching certificated personnel.
2. Verify assignments and compensation, including payments and adjustments for absences and substitutions, office hours, and overloads; and prepare and disseminate reports as requested.
3. Working with appropriate Deans, prepare overload for all instructors.
4. Maintain instructor accounts for load banking; monitor load banking limits; prepare and distribute load banking statements.
5. Link faculty to assignments and sections in the database. Enter released and reassigned time, sabbaticals and leaves, and other faculty assignments.
6. Identify discrepancies and work collaboratively to resolve reporting issues.
7. Run queries to verify integrity of data.

**Other Duties**

8. Work collaboratively to assist in the preparation of state and federal required reports, such as MIS and IPEDS reporting and other similar reporting requirements.
9. Document procedures, assemble, and update faculty handbooks.
10. Assist with faculty orientation and training.
11. Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES KNOWLEDGE OF:**

Financial record-keeping procedures; modern office practices, procedures and equipment; applicable software including word processing, spreadsheets and email; correct English usage, grammar, spelling, punctuation and vocabulary; receptionist and telephone techniques and etiquette; collection and organization of pertinent data and information. Demonstrated knowledge of computerized information systems as they pertain to computer software such as statistical analysis, word processing, queries, database management, spreadsheets, and graphics.

**ABILITY TO:**

Develop, maintain and report from databases; make arithmetic computations with speed and accuracy; operate a variety of office machines including a typewriter, calculator, adding machine, scantron and computer including applicable software i.e. word processing, spreadsheets, and email; enter and retrieve data; develop and run routine and standardized queries; check document for accuracy; identify and resolve errors; compose and write letters, memos and reports; communicate effectively both orally and in writing to exchange information in person or on the telephone; understand and follow oral and written instructions; work cooperatively with others; sit or stand for extended periods of time; exercise critical thinking skills in analyzing and interpreting statistical data; work independently with minimal supervision; establish priorities for, plan, and organize a variety of work assignments; accurately interpret institutional policies and procedures; keep information secure and confidential; work cooperatively and effectively in an environment with diverse staff and students.

**EDUCATION AND EXPERIENCE**

Any combination equivalent to: Associate's degree and (3) three years of years increasingly responsible experience involving related analysis activities and projects.

**WORKING CONDITIONS**

**Environment:**

Office environment.

**EMPLOYMENT STATUS**

Bargaining Unit Position

Range 14

Approved 6/16/2016