

DESERT COMMUNITY COLLEGE DISTRICT

SCHEDULING SPECIALIST

BASIC FUNCTION

Under the direction of the Vice President of Instruction, perform responsible duties independently related to the publication of the Desert Community College District's class schedules including off-campus location offerings; research and compile scheduling data and schedule facilities; perform a wide variety of difficult, highly complex technical duties associated with the production and maintenance of college class schedules and course data.

REPRESENTATIVE DUTIES

1. Perform responsible duties related to the publication of the District class schedules; communicate with appropriate administrators and staff to develop and maintain class schedules. ***E***
2. Utilize applicable computer software to layout, revise, edit and reformat text pages of schedules; change class times, days, hours, location, instructors and related information as necessary; resolve room conflicts and re-assign rooms as necessary. Reconcile section contact hours for adherence to course outline of record, standard block schedule meeting times, and Student Attendance Accounting Manual guidelines. Create, update, and maintain the scheduling handbook. ***E***
3. Processes all scheduling additions Revise and maintain class schedule; verify and modify database including section, contact hours, class, and communicate changes to necessary personnel; prepare class change signs and notifications as appropriate; make adjustments as necessary for compliance with state guidelines. ***E***
4. Code all new and/or modified courses to implement prerequisite, co-requisite, limitation-on-enrollment, and/or other curriculum requirements. Code sections based on the appropriate attendance accounting method; work closely with Institutional Effectiveness on issues related to FTES reporting.
5. Create, revise and distribute schedule planning forms and distribute to appropriate administrators and staff prepare current and original schedule print-outs for revision, instructor load reports, guidelines and other related information; distribute copies of schedule text to various departments as required; monitor materials distribution between scheduling and various offices. ***E***
6. Prepare and maintain various reports related to research and analysis of campus and District data; prepare historical load/assignment reports on individual and faculty basis; generate enrollment/retention data on faculty; summarize current and historical load summaries; analyze report data and recommend changes as appropriate. Coordinate with appropriate department to identify and correct issues with course and section data for MIS submission; create, modify, and distribute custom reports to support schedule development processes and provide schedule data to other departments. ***E***
7. Create and maintain annual District calendar database; identify instructional days, non-instructional days, holidays, flex-days and others; maintain computer master tables. ***E***
8. Test and identify problems with new programs related to scheduling

- processes; analyze and recommend solutions. *E*
9. Assist in monitoring instructor semester loads, overloads and annual load totals; review faculty load summaries for discrepancies; calculate percentage of scheduled hours taught by each instructor; enter and adjust assignments as necessary. *E*
 10. Coordinate and perform a full range of office activities. Facilitate communications regarding departmental activities, events and timelines. Organize work to support those requirements.
 11. Maintain current knowledge regarding the class schedule and serve as the primary department contact for faculty and staff questions regarding system features and functionality.
 12. Provide relative and mandatory presentations and trainings to the campus community regarding accounting and coding of courses, and similar functions. *E*
 13. As assigned, participate in relevant committees and taskforces, including enrollment management, facilities, and other that affect the scheduling process. *E*
 14. Serve as a quality assurance check for scheduling and similar duties. *E*
 15. Perform related duties as assigned.

KNOWLEDGE AND ABILITIES

Knowledge of: District policies and procedures relating to curriculum, students, teaching faculty, calendar and responsibility dates; Title V Education Code relating to courses and academic year; the Student Attendance Accounting Manual guidelines; organizational and reporting relationships within the College and District; business practices, protocol and procedures; computer functions and programs including database and Microsoft Office Suite software; report audit and analysis techniques, including complex math concepts.

ABILITY TO: Perform complex technical work involving independent judgment requiring thorough knowledge of school functions and District policy; utilize discretion and tact when working with scheduling activities; analyze situations accurately and adopt an effective course of action; operate computer and appropriate software; compute formulas and proportions; interpret and follow oral and written directions; design, edit and produce camera-ready copy; design and develop class schedules; meet publication deadlines; input data with accuracy; develop and maintain cooperative relationships with those contacted during course of work; communicate effectively both orally and in writing to exchange information in person and on the telephone; develop clear and concise correspondence, memos and reports; work on a variety of scheduling activities simultaneously; maintain programming recommendations for scheduling refinements or enhancements. Sit or stand for extended periods of time, pushing and pulling, and visual acuity. The ability to type, use phone, stand intermittently, walk, bend and stoop, occasionally lift, carry, push, pull or otherwise move objects up to 25 pounds, work at a computer, including sitting and viewing a monitor for various lengths of time, repetitive use of keyboard, mouse or other control device, dexterity of hands and fingers to operate keyboard, ability to communicate and provide information to others.

EDUCATION AND EXPERIENCE

Bachelor's degree and two (2) years experience of related work experience involving data input and collection, course scheduling; or curriculum.

WORKING CONDITIONS

Environment: Office environment. Constant interruptions.

EMPLOYMENT STATUS

Bargaining Unit Position

E=Essential Functions

RANGE 18

Adopted: 11/05

Revised: 01/10; 09/12; 09/19