

INSTRUCTIONAL SUPPORT SPECIALIST

DEFINITION

Develop written procedures to track and monitor data and perform other ad hoc projects related to compliance and contractual obligations for the District as requested by Dean of Instructional Services or Vice-President of Instruction. Additionally, performs a variety of administrative support functions including maintaining, verifying and updating records of faculty assignments, status changes, loads, office hours and contracts.

SUPERVISION EXERCISED AND RECEIVED

Supervision is received by the Dean of Instructional Services.

Provides work direction to lower-level staff. Supervision is exercised over student workers.

EXAMPLES OF DUTIES

Develops and updates written procedures for tracking and monitoring data for District classified/faculty reports and computations.

Assists in the creating automated reports for classified and/or academic employees that are submitted to District payroll.

Prepares data for budget requests and researches budget items using the District Financial Computer System.

Performs special district reports and ad hoc projects related to compliance and contractual obligations, for the Cabinet Level Administrator and/or VP of Instruction as needed.

Convert manually tracked data into automated system to improve efficiency, accuracy, and retrieval of information for the district.

Collects and review data associated with the hiring, payroll, course scheduling and faculty loads.

Calculates and prepares faculty load banking, overload, load shifting and load spreading reports.

Calculates large lecture units and pay for faculty.

Reviews, edits and makes recommendations for adjustments to faculty contracts for weekly pay and office hours paid.

Updates class master with correct hours paid for faculty contract.

Identifies account numbers for hourly and non-instructional hourly salary.

Maintain and track absences of faculty and compare hours with contracts.

Monitors the accuracy of various accounts and amounts for payroll and other expenditures being charged to various accounts, programs and/or grants.

Maintains a variety of reports, files and records of a sensitive nature and controls the release of information to authorized personnel.

EXAMPLES OF DUTIES (continued)

Types, edits and formats a variety of instructional and administrative materials, composes correspondence from general instructions.

Responds to written or verbal questions, requests or complaints from faculty, staff and visitors in a pleasant and helpful manner and maintains harmonious operating conditions in a service-oriented environment serving a multi-cultural and multi-ethnic population.

Selects, trains, evaluates and maintains schedules of student workers.

Performs related work as required.

QUALIFICATIONS

Knowledge of:

Word processing, spreadsheet, database, e-mail, Internet and financial software.

Appropriate laws, rules, and regulations relating to assigned functions.

Ability to:

Prepare detailed reports and spreadsheets using Microsoft Word and Excel.

Communicate clearly and concisely, orally and in writing.

Make arithmetical calculations accurately.

Interpret and apply pertinent laws, policies and regulations.

Follow complex written and oral instructions.

Establish effective working relationships with administrators, employees and the general public.

Work independently in absence of supervision.

Interview, train, and provide work direction to student workers.

EMPLOYMENT STANDARDS

Minimum Qualifications:

A combination of six years of college-level education and work experience is required.

Education: Coursework or degree in Business Administration, Accounting, or a related field.

Experience: Related experience in an instructional office or other work directly related to the specific duties to be performed. Must have computer software experience and demonstrate proficiency in spreadsheet, database, and word-processing applications.

Desirable:

Bachelor's degree from an accredited college or university in Business Administration, Accounting or a related field.

EMPLOYMENT STANDARDS (continued)

Work experience in a college environment.