

**SOUTHWESTERN COMMUNITY COLLEGE DISTRICT**

**SUPERVISOR, ACADEMIC SERVICES**

**DEFINITION**

Under general direction, assists in planning, coordinating, and implementing technical operations for academic scheduling, curriculum development, and/or catalog production; performs complex research and analysis and reporting functions with college-wide and/or District-wide impact; trains staff on all aspects of course scheduling, curriculum processes, and catalog production; ensures program compliance, reporting, and accountability in accordance with federal and state regulations and District policies and procedures; and performs related duties as assigned.

**SUPERVISION RECEIVED AND EXERCISED**

Receives general direction from the Dean, Instructional Support Services. Exercises direct and general supervision over assigned classified and hourly staff.

**CLASS CHARACTERISTICS**

This is a supervisory-level classification in academic affairs responsible for coordinating academic support services. The duties involved include the oversight of budget, performance, reporting, accountability, and regulatory compliance. Positions work on tasks that are varied and complex, requiring the use of considerable discretion and independent judgment in performing assigned work, or ensuring the efficient and effective functioning of an assigned program or operational area. Assignments are given with general guidelines and incumbents are responsible for establishing objectives, timelines, and methods to deliver work products or services. Work is typically reviewed upon completion for soundness, appropriateness, and conformity to policy and requirements.

**EXAMPLES OF TYPICAL 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.*

1. Oversees and coordinates academic scheduling, curriculum review and approval process, and/or catalog production; implements program policies and directives according to District, federal, or state guidelines and regulations.
2. Participates in the planning, development, and implementation of policies, procedures, and action plans for the assigned functions, including incorporating regulatory updates and technological advancements, as appropriate.
3. Provides direction, training, orientation, and guidance to assigned staff; plans, schedules, prioritizes, and assigns work; provides recommendations for selection, promotion, and disciplinary action and input on performance evaluations.
4. Trains and supports faculty administrators, and staff on areas including but not limited to the College's curriculum inventory management system, College catalog, and schedule production.
5. Oversees and coordinates the use and maintenance of data management systems; monitors data for accuracy and compliance with federal and state regulations and District policies and procedures; establishes parameters and creates reports; submits reports in compliance with state reporting requirements and to management, faculty, and/or staff as requested.
6. Manages and certifies the College's banked /reassign time, and provide advice and assistance to other operational units regarding the process and management of faculty LEVS (sabbaticals, augment loads, buyouts, etc.) and instructor loads.

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7. Monitors and assesses faculty loads for both full and part time faculty, counselors and librarians; ensure compliance with state regulations and union contracts.
8. Reviews all course and program listings for publication in the annual catalog.
9. Prepares and coordinates completing and publishing the schedule of classes; checks and ensures schedule accuracy.
10. Oversees the coordination with instructional divisions and departments to ensure data accuracy for certificate and degree programs annually; participates in reviewing and processing new program requests; communicates any changes to certificate and degree programs from the State Chancellor's Office to instructional divisions and departments; analyzes and inputs annual data and information changes, ensuring accuracy and compliance with state and college regulations.
11. Coordinates the submission, monitoring, and tracking of changes for existing and newly created certificate and degree programs for data input into the State Chancellor's Office's official curriculum inventory program (CIV2) for review and approval; answers and responds to all inquiries from the State.
12. Works in coordination with other District offices in support of scheduling, curriculum review and approval processes, and/or catalog production.
13. Administers assigned budget; determines, monitors, and controls expenditures.
14. Serves on committees as assigned; advises, consults, communicates, and assists committees with weekly agendas, minutes, and materials packets as needed.
15. Responds to inquiries and requests for information; interprets and applies regulations, policies, procedures, systems, rules, and precedents in response to inquiries and requests.
16. Attends and participates in professional group meetings, seminars, curriculum institutes, vendor demonstrations, and training sessions.
17. Stays abreast of new trends and innovations in the field of curriculum and scheduling; monitors changes in laws, regulations, and technology that may affect college or District operations; implements policy and procedural changes as required.
18. Performs related duties as assigned.

**QUALIFICATIONS**

**Knowledge of:**

- Administrative principles and practices, including goal setting, budget m, program implementation, and evaluation.
- Principles and practices of program and/or office coordination including implementation of the goals and objectives and oversight of budget, performance, reporting, accountability, and regulatory compliance.
- Principles and practices of employee supervision, including work planning, assignment, review, and evaluation, and the training of staff in work methods and procedures.
- Principles, practices, policies, and procedures related to academic scheduling, curriculum review and approval process, and/or catalog production.
- Applicable federal, state, local, and District laws, regulations, ordinances, policies, and procedures relevant to assigned programs, projects, and operations including Title V (Education), California Code of Regulations.
- Principles, practices, and technologies used in the development and maintenance of data management systems, websites, and multimedia related to academic scheduling and curriculum development, monitoring, and reporting.
- Principles and practices of data collection and analysis and report preparation.
- Contemporary issues of inclusion, social justice, diversity, access, and equity as related to higher education.

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- English usage, spelling, vocabulary, grammar, and punctuation.
- Modern office practices, procedures, technology, and computer equipment and applications, including word processing, database, and spreadsheet applications.
- Principles and practices of record keeping.
- Techniques for effectively representing the District in contacts with governmental agencies, community groups, and various business, professional, educational, and regulatory organizations.
- Techniques for providing a high level of customer service by effectively interacting with students, staff, faculty, representatives of outside organizations, and members of the public, including individuals of diverse academic, socioeconomic, ethnic, religious, and cultural backgrounds, physical ability, and sexual orientation.

**Ability to:**

- Plan, coordinate, organize, and implement the functions and services of assigned program areas.
- Perform a full range of technical, program support, administrative, and specialized duties involving the use of independent judgment and personal initiative.
- Understand the organization and operation of the assigned office and/or program area as necessary to assume assigned responsibilities.
- Participate in the development and implementation of goals, objectives, policies, procedures, and work standards for assigned program areas.
- Participate in the development of and monitor budgets and effectively utilize resources.
- Demonstrate sensitivity to and understanding of the diverse academic, socioeconomic, cultural, physical ability, and ethnic backgrounds of community college students.
- Interpret, apply, explain, and ensure compliance with applicable federal, state, local, and District laws, regulations, ordinances, policies, and procedures.
- Select, train, motivate, and evaluate the work of staff; train staff in work methods and procedures.
- Provide specialized assistance, training, and information to students, faculty, administrators, staff, and the public concerning assigned program area, functions, and resources.
- Work under steady pressure with frequent interruptions and a high degree of public contact by phone or in person.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Gather and analyze data, evaluate alternatives, and make sound recommendations.
- Maintain accurate databases, records, and files.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Understand scope of authority in making independent decisions.
- Use tact, initiative, prudence, ethics, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

**EDUCATION AND EXPERIENCE:**

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

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Equivalent to graduation from an accredited four-year college or university with major coursework in education, computer science, or a related field and five (5) years of increasingly responsible experience providing support for curriculum and schedule development, database administration, or related experience in an academic setting.

**LICENSES AND CERTIFICATIONS:**

None.

**DISTRICT VALUES**

Incumbents in District positions are expected to exhibit an equity-minded focus, responsiveness, and sensitivity to and understanding of the diverse academic, socioeconomic, cultural, gender identity, sexual orientation, and ethnic backgrounds of community college students, and employees, including those with physical or learning disabilities, and successfully foster and support an inclusive educational and employment environment.

**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, before groups, and over the telephone. This is primarily a sedentary office classification although standing 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 20 pounds.

**ENVIRONMENTAL ELEMENTS**

Employee works 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, faculty, students, and/or the public in interpreting and enforcing departmental policies and procedures.

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*Forsberg Consulting Services*

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