

**College of the Siskiyous
Job Description**

Job Title: Director, Instructional Services

FLSA: Exempt

Group: Admin. Support/Management

Salary Schedule: Admin Support/Management

Job Summary:

Supervises the preparation of the Schedule of Classes and the College Catalog, including verification that courses are consistent with state-mandated curriculum and that the schedule reflects the needs of students. Manages a master file of classes. Develops and manages adjunct budget.

Essential Duties and Responsibilities include the following: This list is meant to be representative, not exhaustive. Some incumbents may not perform all the duties listed while in other cases related duties may also be assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Supervises the administrative functions of instructional divisions and the Yreka Center in the areas of class scheduling, course and program development; facilitates utilization, operation, budget development and management, and related matters.

Administers and supervises the preparation and publication of the class schedules and college catalog.

Coordinates Summer Session and summer camps.

Administers course and program development. Acts as a resource to instructors developing new courses or revising existing courses. Prepares new course proposals and new program proposals.

Directs the recruitment of part-time faculty. Schedules evaluation time frames and directs the process for evaluation of part-time faculty. Develops and monitors flex activities for part-time faculty.

Hires, supervises and evaluates Instructional Services staff.

Reviews code, policies, and procedures related to instruction; appraises others of pending or needed changes to current practice.

Oversees course data and course outline data systems.

Maintains and monitors load records for contract and adjunct faculty.

Maintains Term File and Master File databases which contain all the information necessary to schedule a course and process payment for an instructor or a faculty contract.

Monitors course enrollment and makes recommendations about canceling and adding classes.

Directs Community Education and Continuing Education.

page-2, Director, Instructional Services

Performs related duties as assigned.

Employment Standards: The requirements listed below are representative of the knowledge, skills and abilities required to satisfactorily perform the essential duties and responsibilities.

Training and Experience: Any combination of education and experience that demonstrates possession of a Bachelor's degree or an equivalent. M.A. preferred. Five (5) years of community college experience, including two (2) years in an instructional capacity.

Knowledge: Knowledge of principles and practices of college education and instructional services; college education regulations, policies, and procedures; CA Ed. Code; curriculum/Program development and class scheduling; course and program approval standards; students rights and responsibilities; Employment laws; budget development; PC and related software.

Ability: Ability to provide leadership in instructional services; communicate effectively verbally and in writing; operate a PC and related software; maintain effective working relationships with other people.

Plan and organize instruction programs; develop and implement programs, policies, and procedures; research, compile, and analyze information and data.

Physical Effort/Work Environment: The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit. The employee frequently is required to use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee is occasionally required to stand and walk. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, and ability to adjust focus.

While performing the duties of this job, the employee regularly works in indoor conditions and regularly works near video display. The noise level in the work environment is usually moderate.

Job Description Approved: 2/11/03