INSTRUCTIONAL PROCEDURES ANALYST

DEFINITION

Under general supervision of the Vice President of Instruction, performs complex professional work in coordinating curriculum actions in the preparation and dissemination of the College catalogue and schedules; prepares reports and conducts research and analysis for projects; defines and analyzes problems and designs, recommends and implements computer-based and other solutions; provides varied program assistance to the overall instructional program; and performs related work as assigned.

CLASS CHARACTERISTICS

The primary responsibility of this position is the coordination of activities, including curriculum changes, related to the production of the College course catalogue and schedules, and requirements for state reporting. Responsibilities also include project research, analysis, report generation, solution recommendation and implementation. This position supports the office of the Vice President of Instruction and provides a broad-based level of analytical and project support and coordination to the overall instructional program. Successful performance of the work in all situations requires well-developed computer-based data analysis, report production, analytical skills and oral and written communication skills, as well as the ability to perform independently within general guidelines.

EXAMPLES OF DUTIES (Illustrative Only)

- Gathers and summarizes a variety of information regarding the instructional and related student programs
- Provides technical support to the Curriculum Committee regarding curriculum procedures, laws and past practice
- Acts as staff assistant to the Curriculum Committee and coordinates meeting preparation, including the dissemination of information
- After instructional program decisions have been reached, coordinates the production of the College catalog and class schedules by auditing schedule input from the division level, proofreading the final copy for accuracy, and ensuring the timely printing and distribution of the final document
- Prepares manuals and provides training to division staff on new and existing system techniques, inputting information to the curriculum data base; audits resulting reports
- Performs technical, complex and specialized data collection, analysis and report generation
- Independently researches information, compiles data, and prepares a wide variety of statistical and periodic or special reports related to instructional activities
- Analyzes data and makes recommendations for and implements programs relating to the institutional component
- Applies spreadsheet and database techniques using a personal or on-line computer and related software to produce reports and records
• Interfaces with faculty, administration, staff, students and community organizations, governmental agencies and others to provide information and assistance regarding the instructional program
• Prepares correspondence, reports and other written materials
• Maintains accurate records and files
• Attends to details for meeting arrangements, such as preparing agendas and distributing notification and materials
• May direct the work of others on a project basis
• Operates a variety of standard office equipment
• Performs general office support work, including maintaining files and transmitting information
• Performs related duties as required/assigned

QUALIFICATIONS

Knowledge of:

• Analytical and survey methods and procedures, including report writing
• System analysis and interpretation
• Techniques of project scheduling, time management and coordination
• Curriculum process procedures and class schedule construction
• Relevant sections of the California Education Code and other laws and regulations concerning California Community College curriculum
• Basic goals and functions of this educational institution
• Basic budgetary principles and practices
• Business mathematics, including statistical methods
• Standard office practices and procedures, including filing and the operation of standard office equipment
• Computer applications related to the work, including data base applications and word processing

Skill in and Ability to:

• Compile and produce an accurate class schedule and college catalog
• Maintain and update extensive computer records and files
• Work independently with minimal supervision
• Provide training and work direction to others
• Effective organizational and interpersonal skills to coordinate complex activities and complete assignments under pressure of time constraints and competing demands and deadlines
• Analyze administrative systems and participate in the planning, revisions and implementation of new systems
• Analyze information, solve problems and develop procedures to clearly define objective, identify alternatives, make written and verbal recommendations and implement procedural change to effectively meet the needs, as assigned
• Use database techniques and spreadsheet applications to produce reports
• Interpret and apply complex regulations and procedures
Skill in and Ability to: (Continued)

- Meet critical deadlines
- Make accurate mathematical calculations
- Prepare reports, correspondence and other written materials
- Exercise initiative and sound judgment within established guidelines
- Maintain detailed and accurate records and files
- Establishing and maintaining effective working relationships with those contacted in the course of the work

Desirable:

- Experience that has provided a familiarity with class scheduling in a college setting
- Knowledge of Datatel Colleague/Benefactor, UniData databases, and related report-writing tools

A typical way of gaining the knowledge and skills outlines above is:

Equivalent to completion of two years of college in an appropriate field and two years of instructional or similar program support and/or coordination which has included computer-based data analysis and report production skills.