

YUBA COMMUNITY COLLEGE DISTRICT

CLASS TITLE: INSTRUCTIONAL SUPPORT ANALYST

BASIC FUNCTION:

Under the direction of the Vice President of Instruction, perform a wide variety of responsible, complex and technical duties for the district instructional program including the maintenance and verification of the district curriculum; Analyze and assure compliance and integrity of the class file data; produce complex reports including district faculty utilization and program efficiency. Provide technical assistance and training to administrative and instructional support staff users regarding the curriculum and scheduling components of the district administrative software program.

REPRESENTATIVE DUTIES:

Assure integrity of data in both the class and course file databases; audit initial input of class file data to assure compliance with district policies, state regulations and MIS reporting requirements; verify co-requisite course requirements and flex obligation data; review and correct information as necessary; make all subsequent additions, cancellations and modifications to the class file database. (E)

Modify and maintain the master catalog course data file including course equate codes, co-requisite course requirements, waitlist capability, course effective dates and status. (E)

Perform a variety of responsible, complex and technical duties in support of the district instructional program; provide technical support and data to the Vice President/Assistant Superintendent of Instruction and the Curriculum Committee including program efficiency data reports for the curriculum master plan, program review and instruction load/FTEF/WSCH/FTES. (E)

Analyze and resolve or recommend solutions for technical problems related to curriculum and scheduling needs and the administrative software requirements. (E)

Analyze and document processes of considerable complexity to determine appropriate course of action; provide district administration with statistical analysis and data reports as needed; prepare state report requests as necessary. (E)

Maintain the college curriculum by coordinating and tracking the curriculum related documents from submission through Board and Chancellor's Office approval as required; assure compliance with district policy and state curriculum regulations; verify information and assign appropriate local, state and federal codes; maintain current knowledge of state regulations regarding curriculum issues. (E)

Provide technical information, assistance and training to administrative and instructional support staff users regarding the curriculum and scheduling components of the administrative software; develop appropriate training materials. (E)

Remain current and continuously analyze the impact of system and software modifications and enhancements on the curriculum and scheduling components of the student system. (E)

Prepare downloads from the student information system using a variety of computer interface tools. (E)

Prepare and maintain district full time equivalent faculty (FTEF) data use and projection summary reports;

analyze, prepare and provide FTEF to financial budget needs information as needed. (E)

Monitor and maintain the course section waitlist capability and capacity. (E)

Calculate and enter accurate census, drop and withdrawal dates in all course sections added or modified after the Registrar builds initial dates. (E)

Develop and implement the class schedule production calendar to assure timeliness and accuracy; prepare schedule assistance information; serve as liaison between the district instructional program and various other departments including Information Systems. (E)

Prepare part-time faculty handbook; assist with orientations and trouble shoot problems as necessary. (E)

Perform various clerical activities including independently composing correspondence, reviewing and responding to incoming mail, and related activities. (E)

Provide information and assistance in person or by telephone regarding assigned program, established practices, policies and procedures to faculty, staff, administrators, students and the public. (E)

Perform related duties as assigned.

KNOWLEDGE OF:

Principles and practices of team leadership, providing support to others in the analysis of problems and development of processes that solve the problems.

Interpersonal skills including tact, patience and courtesy.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Computerized data storage and the fundamentals of data retrieval.

Internet applications such as email, web browsers, and file transfer protocol (FTP).

Current statistical and research methods and computerized analysis using database management and spreadsheet software.

Methods and practices of technical record preparation and report writing, presentation methods using data extraction, spreadsheets, word processing and other computerized methods.

ABILITY TO:

Operate personal computers to interface with mainframe computer.

Use designated computer database query languages, learning new ones as necessary.

Research anomalies or errors in application functions and recommend resolutions.

Perform various responsible, complex and technical support duties for the district instructional program.

Read, interpret, and develop a variety of detailed, inter-related applications and statistical reports.

Audit and analyze course and class data.

Learn District organization, operations, policies and objectives.

Learn applicable sections of the State Education Code and other applicable laws.

Learn rules and regulations regarding curriculum established by the State Chancellor's Office.

Learn relevant state MIS reporting procedures and requirements.

Provide leadership, guidance and technical support to the instructional support staff.

Provide training to individuals or small groups.

Analyze situations accurately and adopt an effective course of action.

Work independently with little direction; including planning and organizing schedules and time lines.

Make mathematical computations with speed and accuracy.

Read, interpret, apply and explain state and district rules, regulations, policies and procedures related to college curriculum.

Compile and prepare state mandated reports.

Establish and maintain cooperative and effective working relationships with others.

Communicate effectively both orally and in writing.

Complete work with many interruptions.

Work confidentially with discretion.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: bachelor's degree in business or related field and three years increasingly responsible experience in instructional administrative support.

ENVIRONMENT:

Office environment.

PHYSICAL ABILITIES:

Hearing and speaking to exchange information.

Seeing to read a variety of materials.

Dexterity of hands and fingers to operate a computer keyboard.

Sitting for extended periods of time.