



Classification Title: Manager, Instruction Office

Department:	Instruction Office	EEO6 Code:	1
Employee Group:	Administrative Association (Classified Administrator)	Salary Grade:	53
Supervision Received From:	Dean of Instruction	Date of Origin:	10/2018
Supervision Given:	Assigned classified, hourly, and volunteer staff	Last Revision:	10/2024

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed by individual positions.

JOB SUMMARY.

Plans, organizes and coordinates operational activities of the Instruction Office, including the approval process for locally-developed curriculum and instructional degree and certificate programs, the publication and updating of the college catalog and preparation of the class schedule; develops, implements and coordinates special programs and projects related to professional development and statewide instructional initiatives; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS.

Manager, Instruction Office is a standalone classification and is distinguished from other administrative classifications in the Instructional Services division by its responsibility for providing leadership and direction to staff and programs in the Instruction Office.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS.

Essential Functions: Essential responsibilities and duties may include, but are not limited to, the following:

1. Performs full supervisory activities in accordance with relevant District policies, procedures, and applicable employee contracts/handbooks, which includes selecting and training new employees; planning, assigning, scheduling, and evaluating completed work; approving overtime/compensatory time; preparing and signing employee performance evaluations; recommending reclassifications; responding to grievances and taking appropriate disciplinary action; and performing related supervisory activities.
2. Manages and participates in the development and implementation of goals, objectives, policies and priorities for assigned programs and projects for the Instruction Office; recommends and administers department and District policies and procedures; monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; recommends, within departmental policy, appropriate service and staffing levels.
3. Provides leadership and works with assigned employees to develop and maintain a high-performance, service-oriented work environment through selection, training and day-to-day administrative practices that support the District's mission, objectives and values.
4. Conducts advanced research on instructional methodologies, special projects and related issues; extracts, collects and analyzes data and information related to academic programs, curriculum, enrollment management and service area outcomes; conducts literature reviews; evaluates options and recommends the implementation of best practices suited to the District's needs.
5. Plans and coordinates the approval process for locally-developed curriculum; ensures compliance with local requirements before submitting for state approval; provides guidance and information to curricular staff with approval

processes, class schedules and special projects.

6. Serves as a resource for faculty, staff and administration groups for operational matters associated with instruction and related functions, including identifying and resolving problems associated with class scheduling, catalog production and curriculum-processing issues.
7. Responds to inquiries and requests for information from faculty, department chairs, directors, deans and staff regarding the District's Professional Development program, tenure review process, sabbaticals and leaves policies and procedures; assists the Assistant Superintendent/Vice President, Instruction in establishing and maintaining timelines and project plans.
8. Participates in the development of the department budget; participates in the forecasting of funds needed for staffing, equipment, materials and supplies; monitors and approves expenditures; implements necessary adjustments.
9. Composes, prepares and distributes a variety of correspondence; prepares a variety of reports for the Assistant Superintendent/Vice President, Instruction; directs the work of Instruction Office staff and participates in the generation and maintenance of a variety of records and reports, including class schedules, the college catalog, faculty assignments, curriculum-related materials and accreditation reports.

Marginal Functions:

1. Plans, schedules, develops and presents training and workshops to other department staff as needed.
2. Participates in/on a variety of committees, task forces, meetings and/or other related groups in order to receive and/or convey information.
3. Attends and participates in professional group meetings; keeps abreast of legal requirements applicable to curricula through conferences and legal updates.
4. Performs related duties and responsibilities as required.

QUALIFICATIONS.

Experience and Education/Training Guidelines: Any combination of experience and education/training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience: Four years of experience in curriculum and class schedule development in an instructional setting, including two years of supervisory experience.

Education/Training: Equivalent to a bachelor's degree from an accredited college or university in business administration or a related field.

Licenses/Certificates: Possession of an appropriate, valid California driver's license by time of appointment.

Knowledge of:

1. Instructional concepts and techniques as they apply to areas of responsibility.
2. Curriculum content and learning objectives, instructional techniques and evaluation methods appropriate in a college setting.
3. Federal, state and local laws and regulations applicable to areas of responsibility, including the California Education code, Title 5 of the California Code of Regulations and other applicable laws related to curriculum requirements and approval and reporting processes.
4. Principles, methods and techniques of statistical analysis.
5. Principles, practices and methods of organizational and management analysis relevant to instructional programs and services.
6. Basic principles, tools and techniques of project planning and management.
7. Principles and practices of sound business communications, including correct English usage, grammar, spelling and punctuation.
8. Customer service principles and practices, including the use of tact, patience and courtesy.

9. Principles and practices of public administration, including budgeting, purchasing and maintaining public records.
10. Principles and practices of effective management and supervision.
11. Human resources practices, including the interpretation and application of labor contract provisions.

Skill in:

1. Managing, scheduling and directing staff and resources.
2. Training and evaluating the performance of assigned personnel.
3. Providing leadership in evaluating complex programs and strategies.
4. Defining issues, analyzing problems, evaluating alternatives and developing sound, independent conclusions and recommendations in accordance with laws, regulations, rules and policies.
5. Organizing, setting priorities and exercising independent judgment within areas of responsibility.
6. Developing and implementing appropriate procedures and controls.
7. Preparing clear, concise and comprehensive correspondence, reports, studies and other written materials.
8. Communicating clearly and effectively orally and in writing.
9. Understanding, interpreting, explaining and applying applicable laws, codes and ordinances.
10. Representing the District effectively in dealings with representatives of external agencies, contractors, consultants and vendors.
11. Presenting proposals and recommendations clearly, logically and persuasively.
12. Maintaining sensitivity to and understanding of the diverse academic, socioeconomic, age, cultural, physical or mental disability, medical condition, gender, gender expression, gender identity, sex, sexual orientation, nationality, race, and ethnic backgrounds of community college students, faculty, and staff.
13. Maintaining currency of skills related to areas of responsibility.
14. Establishing and maintaining effective working relationships with those encountered in the course of work.

WORKING CONDITIONS.

Environmental Conditions: The incumbent typically works in offices where the noise level is normally quiet.

Physical Conditions: Essential and marginal functions may require physical fitness requirements necessary to perform the job functions with or without accommodation, such as the ability to walk and stand; use hands to repetitively finger, handle and feel computers, peripherals and standard business equipment; reach with hands and arms. Must be able to travel between education centers, satellite sites and other District locations.

TERMS OF EMPLOYMENT.

The duration of any fully restricted funded position in this classification is dependent upon the continuation of funding.