

Coordinator, Academic Services  
Foothill-De Anza Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=253783>

Downloaded On: Mar. 4, 2025 9:19pm

Posted Feb. 27, 2025, set to expire Jun. 1, 2025

|                             |  |
|-----------------------------|--|
| <b>Job Title</b>            | Coordinator, Academic Services   |
| <b>Department</b>           | Academic Services  |
| <b>Institution</b>          | Foothill-De Anza Community College District<br>Los Altos Hills, California |
| <b>Date Posted</b>          | Feb. 27, 2025  |
| <b>Application Deadline</b> | Open until filled  |
| <b>Position Start Date</b>  | Available immediately  |
| <b>Job Categories</b>       | Professional Staff   |
| <b>Academic Field(s)</b>    | Administration - Academic Unit   |
| <b>Apply Online Here</b>    | <a href="https://apptrkr.com/6037336">https://apptrkr.com/6037336</a>      |

**Apply By Email**

**Job Description**

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**Coordinator, Academic Services**

HR EMPLOYMENT/CAREERS

**Initial Review Date: 10/09/24\* Next Review Date: 03/18/25\***

\*Any complete applications received after the review date will only be forwarded to the hiring committee at their request.

**Starting Salary: \$7,129.11 (per month); Salary Grade:C1-56**

**Full Salary Range: \$7,129.11 - \$9,559.50 (per month)**



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**The Foothill-De Anza Community College District is currently accepting applications for the classified position above.**

The Foothill - De Anza Community College District does not have a remote work policy. All employees are expected to be available to work in person and on-site per the requirement of the department.

**Foothill - De Anza Community College District Mission Statement:**

The mission of the Foothill-De Anza Community College District is student success and educational excellence. The district and its colleges provide access to affordable, quality educational programs and services that develop a broadly educated and socially responsible community that supports an equitable and just future for California and the global community. Every member of our district contributes to a dynamic instructional and learning environment that fosters student engagement, equal opportunity, and innovation in meeting the various educational and career goals of our diverse students. Foothill-De Anza is driven by an equity agenda and core values of integrity, inclusion, care for our students' well-being, and sustainability.

**JOB SUMMARY**

The Coordinator, Academic Services, serves a critical role in the Office of Instruction by coordinating the college schedule of classes information, including overseeing the process for entering in the schedule data, ensuring that classes are scheduled meeting Title 5 regulations and attendance accounting guidelines as established by the State Chancellor's Office. Reporting to the Associate Vice President of Instruction, the Academic Services Coordinator works with the Academic Services Technician and the Senior Administrative Assistants in the academic divisions, to ensure courses are entered correctly into Banner and that hours are accounted for correctly in the scheduling process. The position establishes the annual scheduling calendar for the four academic terms, and communicates scheduling deadlines and information to the academic divisions and deans. The position works extensively in Banner and interfaces with the college webmaster in supporting the online schedule of classes. The position requires strong organizational skills, computer database skills, and communication skills.

**DEFINITION**

Under general direction, coordinates and monitors 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

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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 assigned managerial staff. Exercises technical and functional direction over and provides training to assigned staff.

### **CLASS CHARACTERISTICS**

This is a coordinator class responsible for independently coordinating one or more program or office. The duties involved include the implementation of goals and objectives and oversight of 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)**

When performing all assignments:

1. Oversees and coordinates academic scheduling, curriculum review and approval process, and/or catalog production; implements program policies and directives according to District, federal, state, or local 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. Performs complex research assignments having college-wide or District-wide implications, analyzes data, interprets results, and develops reports.
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. Collaborates with Educational Technology Services (ETS) in the development of process mapping, participation in user testing, and analysis of problems encountered during testing phases; makes recommendations on system functionality objectives and improvements as related to the scheduling functions; prepares and maintains documentation for scheduling processes.
7. Provides technical assistance, guidance, and support to division staff and faculty; creates training materials and conducts trainings as needed.
8. Works in coordination with other District offices in support of scheduling, curriculum review and approval processes, and/or catalog production.

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9. Serves on committees as assigned; advises, consults, communicates, and assists committees with weekly agendas, minutes, and materials packets as needed.
10. Responds to inquiries and requests for information; interprets and applies regulations, policies, procedures, systems, rules, and precedents in response to inquiries and requests.
11. 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.
12. Performs related duties as assigned.

### In addition, when assigned to Scheduling:

1. Serves as the lead resource in monitoring and ensuring accurate attendance accounting methods and that courses are set up for proper apportionment calculations; reviews, analyzes, and certifies course schedule for accuracy and state compliance; oversees and participates in the processing of all course changes; coordinates use of instructional and non-instructional space on campus.
2. Develops, oversees, and coordinates catalogs and class schedules affecting college instruction, facilities, campus security, plant services, and central services.
3. Prepares and coordinates completing and publishing the schedule of classes; works closely with the college webmaster on the development and maintenance of the college curriculum management system and upload of online schedules; checks schedule for accuracy.
4. In addition, when assigned to Curriculum and Catalog Production:
5. Oversees the coordination with instructional divisions and departments to ensure data accuracy of courses and certificate and degree program annually; participates in reviewing and processing new course and/or program requests; communicates any changes to course outlines of record and/or 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.
6. Coordinates the submission, monitoring, and tracking of changes for existing and newly created courses and/or certificate and degree programs for data input into the State Chancellor's Office's official curriculum inventory program for review and approval; answers and responds to all inquiries and requests from the State.
7. Reviews all course and program listings for publication in the annual catalog and online communications.

## QUALIFICATIONS

### Knowledge of:

1. Applicable federal, state, and local laws, rules, regulations, ordinances, and District policies and procedures relevant to assigned area of responsibility including Title V (Education), California Code of Regulations.
2. Principles, practices, policies, and procedures related to academic scheduling, curriculum review and approval process, and/or catalog production.
3. Principles and practices of program and/or office coordination including implementation of the goals and objectives and oversight of reporting, accountability, and regulatory compliance.
4. Principles and techniques of conducting analytical studies, evaluating alternatives, making sound recommendations, and preparing and presenting effective and technical reports.
5. 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.
6. Principles and practices of data collection and analysis and report preparation.

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7. Principles of providing functional direction and training.
8. Record keeping principles and procedures.
9. English usage, grammar, spelling, vocabulary, and punctuation.
10. Modern office practices, methods, and computer equipment and software relevant to work performed.
11. Techniques for providing a high level of customer service by effectively dealing with the public, students, and District staff, including individuals of diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation.

### Ability to:

1. Demonstrate understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff.
2. Interpret, apply, explain, and ensure compliance with applicable federal, state, and local laws, rules, regulations, ordinances, and District policies and procedures relevant to assigned area of responsibility.
3. Assist in the development of goals, objectives, policies, procedures, and work standards for assigned program and/or office.
4. Develop, implement, and coordinate assigned programs, projects, and activities in an independent and cooperative manner, evaluate alternatives, make sound recommendations, and prepare reports.
5. Coordinate and oversee programmatic and office accountability and regulatory reporting activities.
6. Plan, organize, and carry out assignments from management staff with minimal direction.
7. Analyze, interpret, summarize, and present information and data in an effective manner.
8. Evaluate and develop improvements in operations, procedures, policies, or methods.
9. Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
10. Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
11. Plan, organize, schedule, assign, train, and review the work of assigned staff.
12. Organize work, set priorities, meet critical deadlines, and follow-up on assignments.
13. Effectively use computer systems, software, and modern business equipment to perform a variety of work tasks.
14. Use English effectively to communicate in person, over the telephone, and in writing.
15. Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
16. Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

### **MINIMUM QUALIFICATIONS:**

1. Understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff.
2. 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: equivalent to graduation from an accredited four-year college or university with major coursework in education or a related field **AND** three (3) years of increasingly responsible experience providing support for curriculum and schedule development or related experience in an academic setting.

### **Licenses and Certifications:**

None.

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## **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 and over the telephone. Standing in and walking between work areas is frequently 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 frequently bend, stoop, kneel, and reach to perform assigned duties, as well as 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 15 pounds with the use of proper equipment. Reasonable accommodations will be made for individuals on a case-by-case basis.

## **ENVIRONMENTAL ELEMENTS**

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances.

## **APPLICATION PACKET:**

1. A District on-line application on <http://hr.fhda.edu/careers/>. \*In the application, you will provide information, which demonstrates your understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff. Additionally, you will be asked to explain how your life experiences, studies or work have influenced your commitment to diversity, equity and inclusion.
2. A cover letter addressing your qualifications for the position.
3. A current resume of all work experience, formal education and training.

**If any required application materials are omitted, the committee will not review your application. Items not required (including reference letters) will not be accepted. For full-consideration, all application packets must be received by 11:59 pm on the closing date.**

**Please allow yourself ample time to complete your application and resolve any technical difficulties that may arise with your submission. We do not guarantee a response to application questions within 48 hours of the closing date. You may also visit our "Applicant Information" to assist with technical difficulties at: <http://hr.fhda.edu/careers/a-applicant-instructions.html>**

## **CONDITIONS OF EMPLOYMENT:**

**Position:** Full-Time, Permanent, 12-months per year



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**Starting date:** As soon as possible upon completion of the search process.

Excellent benefits package which includes medical coverage for employee and eligible dependents, dental, vision care, employee assistance program, long term disability, retirement benefits and basic life insurance. For information on our benefits package that includes medical for employees and dependents, visit our web site: <http://hr.fhda.edu/benefits/index.html>.

Persons with disabilities who require reasonable accommodation to complete the employment process must notify Employment Services no later than the closing date of the announcement. The successful applicant will be required to provide proof of authorization to work in the U.S. All interviewing costs incurred by applicant are the responsibility of the applicant.

For more information about our application process contact:

Employment Services

Foothill-De Anza Community College District

12345 El Monte Road

Los Altos Hills, California 94022

Email: [employment@fhda.edu](mailto:employment@fhda.edu)

<http://hr.fhda.edu/>

To apply, visit <https://fhda.csod.com/ux/ats/careersite/4/home/requisition/1848?c=fhda>

### Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

### Contact

Academic Services



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