Contra Costa Community College District
Classification Specification

OFFICE OF INSTRUCTION SUPERVISOR

Class Code	OT Status	EEO Category	Represented Status	Salary Grade	Effective Date	Status	Pages
	Exempt	Officials & Administrators	Supervisor/ Management	76	**10/01/07**	Supervisor	1 of 2

DEFINITION: Under general direction, organizes and supervises the Office of Instruction; oversees articulation with four year universities and works on special projects as assigned.

EXAMPLES OF DUTIES/ESSENTIAL FUNCTIONS: Duties/essential functions may include, but not be limited to, the following:

- Supervises and coordinates the operational processes of the Office of Instruction to ensure the department functions effectively and efficiently.
- Plans, organizes and assigns work to department staff members.
- Assists in development and administration of department budget.
- Hires, evaluates, trains, disciplines assigned Office of Instruction staff members.
- Oversees and coordinates the schedule development process and monitors teaching loads for full and part-time faculty.
- Analyzes, performs and implements a variety of special projects for the college.
- Presents written reports, statistical information on issues regarding the Office of Instruction.
- Works closely with various departments to meet their service requirement needs.
- Represents the department at a variety of meetings and professional conferences.
- Resolves and responds to complaints from college personnel, general public and outside agencies.
- Updates articulation information and ensures accuracy of course transfer information; analyzes current info for “gaps” in articulation with colleges and universities; maintains records of transferable courses.
- Provides articulation information and perspective to the college and troubleshoot issues that arise regarding articulation.
- Provides articulation information and expenditures to the State Chancellor’s office and other external agencies.
- Assess new situations to determine what needs to be done, develops systems and accomplishes project.
- Performs related duties as assigned.

MINIMUM QUALIFICATIONS:

Knowledge Of: District policies and procedures, Education Code, CSU Executive Orders, IGETC Notes, principles and practices of project management, general office procedures and practices, software applications, e.g. Microsoft Word, Excel, PowerPoint, Publisher, Outlook, Internet Explorer and Datatel, and community college Articulation practices

Ability To: Be detail oriented, work independently, exercise good judgment, analyze data and draw logical conclusions; analyze data and/or workflow to develop systems, exercise initiative and ingenuity in obtaining information, represent the college at local, regional and state meetings, establish and maintain effective working relationships with staff, students and the public; provide direction to staff on policies, procedures and process.

Education/Training: BA/BA degree in a related field.

OFFICE OF INSTRUCTION SUPERVISOR

Class Code	OT Status	EEO Category	Represented Status	Salary Grade	Effective Date	Status	Pages
	Exempt	Officials & Administrators	Supervisor/ Management	76	**10/01/07**	Supervisor	2 of 2

Experience: At least two years experience in student services and/or instructional area.

License/Certification: A valid Class C California Driver's License.

Actions: Newly created classification adopted by the Governing Board on 10/01/07.