

ACADEMIC SCHEDULING COORDINATOR

DEFINITION:

Under general supervision, o

systems.

Serve as the lead resource in monitoring and ensuring correct attendance accounting methods and courses are set up for proper apportionment calculations as well as other data, research, special projects and schedules.

Develop, oversee and coordinate catalogs and class schedules affecting college instruction.

Train division schedule coordinators, deans, and others in the development and production of the academic schedule of classes for the district; provide training in the proper operation of the scheduling software system.

Prepare and coordinate the schedule timeline for completion and publication of the online schedule of classes; work closely with the college webmaster on the development and maintenance of the college curriculum management system and upload of online schedules; check schedule for accuracy.

Work in conjunction with the Curriculum, Admissions and Records, and other District offices that support student class registration in accomplishing scheduling related tasks; wor

