NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
JOB DESCRIPTION

Job Title:	Educational Services and Technology Coordinator	Range:	44
Date Revised:		Date Approved:	May 26, 2015

PRIMARY PURPOSE

This position is responsible for analysis, organizing, coordinating, and preparing curriculum data and other district wide educational services and technology programs and projects; including preparing reports and maintaining data relating to instructional and student support programs District wide.

ESSENTIAL FUNCTIONS
Examples of essential functions are interpreted as being descriptive and not restrictive in nature.

1.	Coordinates programs and projects related to District and Educational Services and Technology mission and goals.
2.	Creates and maintains curriculum data tracking system for district wide and campus uses. Conducts data testing for assessment of accurate population of data in appropriate programs. Assists in the correction of inaccuracies and incompatibilities between state, MIS and Banner data.
3.	Creates and modifies Scribe block coding including testing for compliance that student education plans satisfy state standards. Analyzes diagnostic reports and student data to detect and resolve any inaccuracies with student Scribe block data.
4.	Data analysis from varied sources including but not limited to State Curriculum inventory, Banner, CurricUNET, Catalog, Degree Works, Surecode and other relevant and emerging programs and systems. Conducts independent analysis for errors.
5.	Analyzes curriculum data and Scribe programing codes which are consistent with state course requirements for certificate and degree awards. Analyzes curriculum data to determine efficiency and discrepancies and ensure local and state curriculum integrity. Troubleshoots for resolutions to discrepancies in compliance with local and state requirements.
6.	Assures compliance with technical standards and software copyright laws; assures adherence to all applicable policies, procedures, laws, regulations and technical requirement for assigned programs and projects.
7.	Creates, maintains and prepares a variety of written materials and reports including curriculum reports, report specifications and other documents related to educational services and technology projects and programs required for department, program and district wide utilization.
8.	Maintains, updates and analyzes district wide purchase requisition approval queues.
9.	Learns and applies emerging technologies and advances as necessary to perform duties in an efficient, organized, and timely manner.
10.	Participate in District/College efforts to increase the diversity of faculty and staff and to address student achievement gaps; active assistance in the creation of a welcoming and inclusive work and educational environment; attend and participate in diversity, equity and inclusion trainings and events.
11.	Assists in training and providing work direction to personnel in areas of responsibility. May participate at campus level in technical curriculum review. Performs related duties as assigned.

OTHER FUNCTIONS

WORKING RELATIONSHIPS

The Educational Services and Technology Coordinator maintains daily contact with faculty and staff, as well as frequent contact with college or District departments and outside vendors.

EDUCATION AND EXPERIENCE

Minimum Qualifications

High school diploma or GED
Minimum of 3 (three) years of increasingly responsible experience working in a higher education environment with involvement in educational services and technologies.
Commitment to diversity. All applicants must have demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender, gender identity, sexual orientation, and ethnic backgrounds of community college students, faculty and staff. The applicant must be able to demonstrate how their experience with these factors relates to successfully achieving the goals of the position.

Desirable Qualifications

Prior experience in approaching work and interactions with colleagues and/or students in an equity minded manner. Ability to provide an inclusive and welcoming work/educational environment.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of District and state practices and procedures, instructional areas, curriculum, courses, requirements and prerequisites
Knowledge of the procedures and methods required for approval of curriculum and curriculum tracking in a community college environment
Knowledge of State Curriculum inventory, Banner, CurricUNET, Catalog, Degree Works, Surecode and other relevant and emerging programs and systems used in higher education
Ability to perform performance test, configuration and quality assurance in supported environments
Ability to implement control and programming codes consistent with state course requirements for certificate and degree awards
Knowledge of modern office practices and procedures
Knowledge of programming, coding, reporting and record keeping techniques
Knowledge of various computer software applications
Knowledge and ability to operate a variety of office equipment including computer, printer, copier, calculator, scanner, fax, telephone, etc.
Knowledge of correct English usage, grammar, spelling, punctuation and vocabulary
Ability to compile, organize and coordinate data from a variety of sources
Ability to prepare queries and reports for District and state requirements
Ability to read, interpret, apply and explain rules, regulations, policies and procedures
Ability to maintain records and prepare reports
Ability to work independently
Ability to analyze situations accurately and adopt an effective course of action
Ability to plan, organize and prioritize work
Ability to meet schedules and time lines
Ability to understand and follow oral and written directions
Ability to communicate effectively, both orally and in writing
Ability to understand scope of authority in making independent decisions

Ability to review situations accurately and determine appropriate action according to established guidelines

Ability to establish and maintain cooperative and effective working relationships with others

SPECIAL REQUIREMENTS
None

WORKING CONDITIONS
College or District office environment; subject to sitting for long periods at a time (up to 2-3 hours); repetitive use of upper extremities including hand coordination activities.