

GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT

STRATEGIC HIRE REQUEST

April 27, 2023

Date

Site	Position	Justification
<input type="checkbox"/> GC <input type="checkbox"/> CC <input type="checkbox"/> DS	<p>Please include:</p> <p>Position Title: Instructional Operations Supervisor</p> <p>Position #: SU-00017</p> <p>FTE: 1.0</p> <p>Level: Grade S-I</p> <p>Department: Instructional Operations / Academic Affairs</p>	<p>1. Key responsibilities of position:</p> <ul style="list-style-type: none"> • Coordinates, supervises and participates in the preparation, editing, revision, proofreading, printing and distribution of the college catalog, spring and summer class schedules. • Supervises schedule revisions and updates including preparation and distribution of class schedule addendums. • Calculates and verifies course loads (LED), Taxonomy of Programs (TOPS) and budget key/object codes; work with department chairs, coordinators and division deans on load and other payroll issues and determine appropriate action as needed; maintain confidentiality of payroll records. Maintains Reassigned Time allocation assignments and incorporate into full-time faculty loads; verify for accuracy. • Processes banking and load averaging requests. • Participates in various Curriculum Committee activities; review curriculum proposals; assist faculty with selection and completion of appropriate forms; process and track alignment and related forms, and conduct related research; prepare committee meeting agenda and backup materials; attend meetings; take, prepare and distribute minutes; prepare board packet summarizing curriculum actions for the academic year. • Coordinates, supervises, and tracks faculty evaluations. <p>2. Current status of position:</p> <ul style="list-style-type: none"> ○ Filling a replacement position included in the budget ○ Filling a restructured position included in the budget <ul style="list-style-type: none"> ■ Has an Org Mod been approved? Yes / No ■ Org Mod approval date _____ ○ Filling a new position <ul style="list-style-type: none"> ■ Has an Org Mod been approved? Yes / No ■ Org Mod approval date _____ ○ Other (please specify) <p>3. Strategic Staffing Rationale: Please address at least one of the following items:</p> <ul style="list-style-type: none"> ○ Legal mandates ○ Accreditation requirements - tracks and maintains curriculum records ○ Health and safety priorities ○ Critical threshold of instruction or support services: This position is essential to the daily operations of the college; the Instructional Operations office coordinates, maintains, and tracks all curriculum,

		<p>facilities requests while also coordinating class schedules, faculty evaluations, and the college catalog.</p> <ul style="list-style-type: none">○ Essential supervision <p>4. Budget Impact – Please specify the following:</p> <ul style="list-style-type: none">○ Is position included in the current budget? Yes / No○ Funding Source? Unrestricted / Restricted○ Smartkey and Salary Object: 1324001-2120○ Annual Salary at Step B: \$70,362 plus benefits