



Instructional Services Analyst

Classified Range: 54

Board Approved: 12/12/25 P. 1|5

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job; however, any additional duties will be reasonably related to this class.*

SUMMARY DESCRIPTION

Performs a variety of highly responsible, complex, and sensitive administrative and scheduling, catalog, and curriculum related duties.

Incumbents will specialize in a designated area of assignment while performing a variety of highly responsible, complex, and sensitive administrative functions related to scheduling, catalog, and curriculum duties, while also contributing to tasks across all areas as needed.

SUPERVISION RECEIVED AND EXERCISED

Receives limited direction from appropriate supervisor; refers only unusual decisions to supervisor. May provide technical and functional direction to assigned student workers.

REPRESENTATIVE DUTIES

The following duties are typical for this classification.

General:

1. Maintain and update course, section, and staff data in the college's MIS system, ensuring compliance with state and institutional reporting requirements.
2. Collaborate with District Computing Services to correct and resubmit MIS data element reports and conduct TOPS code analysis.
3. Perform technical and clerical tasks to support curriculum, catalog, and scheduling systems, including data management, reporting, and troubleshooting.
4. Serve as an informational resource, responding to inquiries from administrators, faculty, staff, and students.
5. Operate office equipment and software necessary for curriculum, catalog and scheduling functions.
6. Performs other duties related to the primary job duties.

Curriculum:

1. Manages, creates, and maintains courses and various other codes pertaining to curriculum in Colleague.
2. Assists the assigned Vice President of Instruction in meeting reporting requirements, functional responsibilities, and research objectives; assists in organizing courses, programs, functions, and activities related to curriculum support.
3. Coordinates the approved curriculum development and modification process which includes updating and maintaining curriculum in curriculum maintenance databases; ensures curriculum is compliant with established guidelines.
4. Participates in curriculum creation, revisions and modifications as approved by the appropriate administrator and enters the approved curriculum information into internal and/or external curriculum databases as appropriate.



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5. Develops, maintains, and updates a variety of reports, lists, and databases related to curriculum as directed.
6. Maintains up-to-date records, logs, and filing systems pertaining to curriculum. Provides support to faculty and staff on documentation needed for curriculum design and maintenance.
7. Prepares various reports, contracts, Board agenda items, statistical data, and other materials to support the curriculum development and maintenance functions.
8. Prepares and/or oversees preparation of internal and externally mandated curriculum-related administrative reports.

Catalog:

1. Collaborates and coordinates with faculty, administrators, and staff to prepare, organize, format, and distribute the annual College catalog.
2. Provides support in the planning, developing, organizing, and coordinating timelines for the preparation of the annual college catalog.
3. May assist in the development of the catalog and the approval process of courses and programs with the College and the State.

Scheduling:

1. Plan, develop, organize, coordinate, produce, format, prepares timelines, and build the schedule for all terms.
2. Collaborates, consults, and coordinates with department heads, division deans, and other College personnel on matters related to the preparation of class schedules.
3. Participate in processes to track enrollment; produce reports during weeks prior to and up to semester start dates to track enrollment.
4. Check prerequisites for Divisions/Departments; investigate and resolve problems and errors in Division/Department data as needed.
5. Plan, develop, organize, coordinate, produce, format, and build the schedule for all terms.
6. Collaborates, consults, and coordinates with department heads, division deans, and other College personnel on matters related to the preparation of class schedules.
7. Participate in processes to track enrollment; produce reports during weeks prior to and up to semester start dates to track enrollment.
8. Check prerequisites for Divisions/Departments; investigate and resolve problems and errors in Division/Department data as needed.

MINIMUM QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.



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CORE COMPETENCIES:

Analyzing and Interpreting Data

- Apply sorting, coding and categorizing rules
- Analyze data
- Read reports
- Draw meaning and conclusions from quantitative and/or qualitative data

Customer Focus

- Attending to the needs and expectations of customer
- Seeks information about the immediate and longer term needs of the customer
- Anticipates what the customer may want or expect in a product or service
- Works across organizational boundaries to meet customer needs **

Reading Comprehension

- Understanding and using written information
- Knows the meaning of printed words; comprehend the literal meaning of text
- Make interpretations, applications, deductions, inferences, extrapolations from written information **

Professional and Technical Expertise

- Applying technical subject matter to the job **
- Knows the rudimentary concepts of performing the essential technical operations

Critical Thinking

- Analytically and logically evaluates information to resolve problems
- Follow guide, SOP or other step by step procedures for locating the source of a problem and fixing it
- May detect ambiguous, incomplete, or conflicting information or instructions**

Attention to Detail

- Focusing on the details of work content
- Shows care and thoroughness in adhering to process and procedures that assure quality
- Applies knowledge and skill in recognizing and evaluating details of work**
- Applies skilled final touches on products

Using Technology

- Working with electronic hardware and software applications
- Using basic features and functions of software and hardware
- Experiments and finds novel uses for standard features and functions **



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- Adds, improves, modifies, or develops features and functionality**

Team Work/Involving Others

- Collaborating with others to achieve shared goals
- Engages others for suggestions and ideas

Writing

- Communicating effectively in writing
- Using correct writing mechanics including spelling, vocabulary, grammar, syntax, punctuation, capitalization, sentence structure
- Logically orders and structures ideas and progression of thought

Adaptability

- Responding positively to change and modifying behavior as the situation requires**
- Accept and adjust to changes and the unfamiliar

Innovation

- Imagining and devising new and better ways of doing things**
- Fix what is broken; find solutions and fixes with resources at hand
- Finds new approaches to performing familiar tasks
- Create and invent new ideas; envision the unexpected, unexplored, untried**

Listening

- Comprehend and verbal instructions and orally presented information
- Recalls or retrieves key points in a conversation
- Listen actively by rephrasing others' input cogently and accurately**

Valuing Diversity

- Shows acceptance of individual differences
- Welcomes input and inclusion of others who may be different from oneself
- Shows understanding and empathy for the challenges of groups seeking inclusion or dealing with perceived discrimination

***Lead, Advanced or Senior Level Positions*



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Education and Experience Guidelines

Education/Training:

- A Bachelor's degree in business or a related field from an accredited institution.

Experience:

- Four (4) years of responsible administrative and secretarial experience in an Office of Instruction and Curriculum or another educational environment.

Equivalency Provision:

In the absence of a Bachelor's degree, an Associate's degree or sixty (60) semester units of college level coursework in business or a related field and six (6) years of responsible administrative and secretarial experience including experience in an Office of Instruction and Curriculum or another educational environment.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a standard office setting.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to occasionally lift, carry, push, and/or pull light to moderate amounts of weight up to 25 pounds; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment.

Hearing: Hear in the normal audio range with or without correction.