

**San Jose/Evergreen Community College District  
Supervisor Job Description**

**Position:** Supervisor, Academic Affairs

**Department:** Academic Affairs

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**POSITION PURPOSE**

Under general supervision, the Supervisor, Academic Affairs oversees the overall function and day-to-day operations of the Office of Academic Support Services, focused on areas dealing with schedule and catalog creation, associate faculty administrative services, instructional services support, and the scheduling of classes; supports faculty with reassigned time outside their regular assignment; oversees, assigns, reviews and participates in the work of staff in the Office of Academic Support Services; ensures the department's conformance to contract terms, regulations, reporting processes, policies and procedures; and performs other duties as assigned.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

The duties listed below exemplify the work of the classification and assigned duties may include work which is similar, related or a logical assignment to this class.

1. Plans, schedules, supervises and evaluates the daily operations of the Academic Support Service office including monitoring the administrative processing of instructional and non-instructional assignments of part-time faculty members, coordinating payroll for associate faculty, counselors and librarians, and ensuring compliance with state, local and federal regulations and bargaining unit agreements.
2. Guides and assists faculty, adjuncts, and administrators regarding curriculum development and modification; prepares research and reports on potential new programs for development; compiles, analyzes and presents data interpretation in support of the College's mission and goals.
3. Collaborates with and supports the office of the Vice President of Academic Affairs in the production of academic schedules, catalogs, and other related materials; coordinates and oversees planning for the College's schedule of classes including the development, edit, and fit pattern analysis of classes offered; communicates and coordinates with the office of the Vice President to block, change, and cancel courses and to resolve technical problems with course scheduling;.
4. Coordinates and leads the processing of adjunct faculty forms, recordkeeping and maintenance of the Human Resources system personnel database; oversees onboarding, initial salary placement and step advancement, faculty minimum qualification verification, equivalency and faculty contracts; tracks and maintains accurate reporting of benefits including retirement deductions, membership payments and other payments according to state, federal and CBA requirements.
5. Monitors student enrollment processes for courses and provides recommendations for additions, cancellations, and other adjustments to the schedule; supervises and maintains the scheduling of classrooms for instructional purposes; analyzes class and section loads, section count, faculty count and reports to management in accordance with requirements and procedures.

6. Participates in strategic and instructional planning, program reviews, and program analysis to align program target with the college objectives and mission; oversees and coordinates department teams in the collection, preparation and presentation of reports on student transfers, enrollment, retention, and persistence rates; researches, compiles and summarizes data for special projects and reports.
7. Designs, implements, and maintains systems for the timely and accurate recording and reporting of academic affairs information; maintains records and develops reports concerning the program and its effectiveness; oversees, delegates and participates in the generation, preparation and submission of faculty load reports for part-time and full-time faculty, faculty obligation number (FON), leaves, state and federal deductions and reporting requirements to the appropriate District office.
8. Advises and trains college hourly personnel and staff on faculty load, payroll policies/procedures, catalog preparation, and use of records management systems; administers processes for instructional, non-instructional and special assignment associate faculty in areas related to overload positions, processing overload timesheets and stipends, and administering leaves/deductions in accordance with CBA and established policies.
9. Assists in developing and administering the Office budget; contributes to identifying/prioritizing the Office's needs; prepares and completes the annual comprehensive program review and related budget request forms; reviews and approves requests for the purchase of goods and services according to policies and procedures.
10. Participates in evaluating the performance of assigned staff, student workers, volunteers and vendors and provides performance feedback; participates in interviews and selecting employees; provides supervision and ensures conformance and quality of work; approves time cards for assigned staff personnel.
11. Contributes to, and assists with, presentations to the Board of Trustees and to other board-level groups.
12. Serves on committees and assists with District, local, regional, state and national conferences, meetings, workshops and training seminars as directed.
13. Performs other related duties as assigned.

## **MINIMUM QUALIFICATIONS**

### **Knowledge of:**

1. Payroll and personnel policies and procedures.
2. Current rules and regulations pertaining to minimum requirements and equivalency.
3. Human Resources policies and provisions of collective bargaining agreements.
4. Principles, practices and methods of administrative, organizational and management analysis.
5. Recordkeeping techniques.
6. Budget preparation and control.
7. Federal, state and other applicable laws and regulations and District policies and procedures governing grant administration, admission and attendance including applicable sections of California Education Code, Title 5, - Family Educational Rights and Privacy Act (FERPA).
8. Practices of effective supervision and leadership.

9. Practices used in the preparation of comprehensive, clear, and concise reports.
10. Principles, practices, methods and techniques of administrative and organizational analysis/planning as applicable to assigned area.
11. Principles and practices of organizational improvement and culture change.
12. Practices and techniques of sound business communication; correct English usage, including spelling, grammar and punctuation.
13. Board Policies, Administrative Regulations, Accrediting Commission for Community & Junior Colleges Standards, Human Resources procedures and collective bargaining agreements.

**Skills and Abilities to:**

1. Coordinate and oversee the daily operations, activities and outputs of the Academic Support Services Office.
2. Assign, inspect, review and approve work completed by assigned staff, student workers, volunteers and vendors.
3. Interpret, apply and explain rules, regulations, policies and procedures.
4. Recruit, train, supervise, and evaluate personnel.
5. Plan and organize work to meet schedules and time lines.
6. Provide accurate and timely reporting and accountability.
7. Prepare comprehensive program forms, reports, schedules and other documents relevant to the Office of Academic Support Services.
8. Communicate effectively, both verbally and in writing, with management, faculty, staff, students, and community members.
9. Present solutions to management with confidence and effectiveness.
10. Determine work priorities and analyze situations using sound judgment in the application of policies, rules, regulations and standard operating procedures.
11. Estimate and ensure adequate resources to meet labor, material, equipment and time requirements.
12. Understand, interpret, explain and apply applicable rules, regulations, policies and procedures, laws, codes and ordinances.
13. Build and foster knowledgeable, cohesive and effective work teams.
14. Establish and maintain cooperative and effective working relationships with others.
15. Operate a computer, assigned office equipment and standard business applications.

**Education and Experience:**

1. A bachelor's degree from an accredited institution in business administration, human resources, or a closely related field.
2. Two years of progressively responsible experience providing academic support services in an institution of higher education, including one year of lead or supervisory experience.
3. Demonstrated sensitivity, knowledge, and understanding of the diverse academic, socio-economic, gender identity, sexual orientation, cultural, disability, and ethnic backgrounds of the

students we serve and sensitivity to and knowledge and understanding of groups historically underrepresented, and groups who may have experienced discrimination.

**WORKING ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential duties of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Employees work under typical office conditions, subject to frequent interruption and intermittent exposure to individuals acting in a disagreeable fashion. The employee may be required to travel to locations other than the assigned work site, and occasional evenings, holiday and/or weekend work may be required.

**Physical Demands:**

While performing the duties of this class, employees are primarily in a stationary position and are required to move about the office to access office machinery, files, etc.; perform constant operation of a computer and other communication and office equipment; observe details at close range; and move or lift up to 10 pounds.

**Mental Demands:**

While performing the duties of this class, employees are regularly required to accurately communicate information and other ideas so that others will understand using written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; observe and interpret situations; learn and apply new information or skills; perform highly detailed work; work on multiple, concurrent tasks; work with frequent interruptions; work independently and under intensive deadlines; and interact with District managers, staff, the public and others encountered in the course of work.

Board Approved: December 9, 2025  
Salary Range: S-130  
EEO Category: 2B2- Other Professionals