

CURRICULUMSPECIALIST

CLASS SUMMARY

Under general supervision, provides administrative support involving the coordination of curriculum and instruction functions with academic integrity; edit and update college catalog; compile and maintain curricular information in the student information system, curriculum management system and the State curriculum inventory; maintain curricular changes and act as a liaison for MIS reporting and State Chancellor's Office; required to exercise independent judgment; assumes and performs related duties and responsibilities as required.

REPRESENTATIVE DUTIES

Serve as a non-voting member on assigned curriculum and instruction committees and councils; acts as a resource to monitor course and program curricula throughout the approval process; review proposals for completeness, formatting, spelling and grammar; Provide administrative and technical expertise for college curricula while adhering to established policies and procedures; prepare user guides and other training documentation to ensure district compliance with Federal, State standards (i.e. matriculation, transfer curriculum, program and course review); conduct training sessions for faculty, administrators and staff related to automated curriculum databases and management systems. Prepares agendas, calendars, correspondence, meetings, minutes, reports and statistical records; Audit, enter and validate course and program (i.e. course descriptions and components, pre-requisites and co-requisites, recommended preparation units and other data codes), , and articulation data elements into various software programs including the student information system curriculum management system and the State curriculum inventory while adhering to State and District policies and procedures; maintain curriculum records and archives curriculum approvals as well as other historical materials; Advises the Curriculum and Instruction Committee, faculty, administrators and other staff on curriculum-related policies and regulations (i.e. State Chancellor's Office Curriculum Inventory, the Program and Course Approval Handbook, California Education Code), act as a liaison with assigned curriculum platform vendors develop systems, processes and administrative reports; report issues in vendor's software; and provide follow-up with vendor; Provide support and technical expertise for college curricula in State Chancellor's Office curriculum inventory; submit new, revised and deactivated proposals for courses and programs; attend online training and conferences; conduct training sessions for faculty, administrators and staff; Coordinate, edit, maintain and produce content for college catalog, databases and timelines according to College processes, Board policies, state and federal requirements; serve as secretarial support to assigned committees, councils and task forces; Collaborate with sister college, District IT Services, Curriculum and Instruction Council, Articulation Officer, division chairs, Admissions and Records, Graduation, Distance Education, administrators and staff responsible for maintaining class schedule; review and correct error reports on State Management Information System (MIS) submissions; coordinates scheduling timeline with District support systems; Research, report and disseminate information to college and District administrators; Train, direct and coordinate the work of clerical personnel.

CURRICULUM SPECIALIST CONT'D

ORGANIZATIONAL RELATIONSHIPS

This class reports to designated administrator or supervisor, and may be responsible for determining work flow to lower grade positions or for resolving factual or procedural questions.

MINIMUM QUALIFICATION GUIDE

Training and Experience

Any combination of training and/or experience equivalent to a B.A./B.S. degree or equivalent and four years of increasingly responsible administrative experience in a college instructional office including one year of work involving independent responsibility in coordinating complex operating systems;

Knowledge and Abilities

Knowledge of: Administrative organizations and functions of community colleges and the State Chancellor's Office: pertinent federal, state, and local laws, codes, and regulations relating to curriculum and instruction: procedures and standards for course, program and policy approval: principles and procedures of record keeping and the ability to devise record keeping and reporting systems for local, federal and State laws, codes and regulations: college and District policies relating to curriculum and program development: support systems (e.g., Academic Divisions, Scheduling Office, Graphic Communication, Reprographics, Chancellor's Office Academic Affairs, Chancellor's Office Curriculum Inventory (COCI) and Information Systems/ITS): basic research methods and collection of statistical data: college, District, state and federal government reports: information technology procedures, terminology and operations: office methods, procedures and equipment, including computers and applicable software applications such as word processing, spreadsheets and databases.

Ability to: coordinate and organize a wide variety of material from many different sources: work cooperatively with various levels of responsibility and authority: perform responsible and difficult work involving the use of independent judgment and personal initiative: plan, organize and complete assignments to meet deadlines with minimum supervisory direction: perform technical work related to curriculum and instruction.

Skills: must complete keyboarding, clerical (filing names) and software skills evaluation. Screening Committee will use results as one of the selection criteria.