

CURRICULUM SPECIALIST

DEFINITION

Under general supervision of the assigned supervisor/manager, performs specialized and technical work pertaining to the development, approval, and implementation of curriculum and program proposals.

TYPICAL DUTIES

Coordinates the college curriculum processes and maintains the accuracy and integrity of historical, current, and future courses and programs, assuring compliance with State and local regulations and policies; serves as liaison and technical resource to the college curriculum committee; develops timelines; prepares agendas and materials; attends meetings and takes minutes; serves as liaison to the California Community College Chancellor's Office (CCCCO) and Accrediting Commission for Community and Junior Colleges (ACCJC) for curriculum matters. Reviews and edits curriculum documents and course outlines as appropriate; reviews new and modified programs of study and makes recommendations as necessary; assures compliance with District Board policies and Title 5 regulations; assists in completing course outline forms and program proposals; supports faculty in use of curriculum management system. Coordinates processes for establishing, changing, coding, maintaining, and reporting curriculum related activities; submits new, revised, and deleted course and programs to the CCCCCO via the Curriculum Inventory system; as appropriate, coordinates with accreditation liaison officer or designee to submit programs to ACCJC for substantive change review. Advises in matters related to curriculum and program development, works as a member of the college curriculum team. Inputs, updates, and maintains course data in the student information system, as required for schedule development and MIS reporting to the CCCCCO; inputs, updates, and maintains college program (degree/certificate) data in the student information system, as needed for student program selection and award reporting. Assists faculty in submitting to North/Far North Regional Consortium and Center of Excellence for program approval and labor market information respectively. Reports curriculum changes (including new, revised, and/or deleted courses and programs) monthly, following Board approval, to Degree Evaluators/Degree Auditors, Office of Instruction, Articulation Officer, and other personnel tasked with updating auxiliary systems (such as Degree Planner and Degree Audit) with curriculum changes. Develops, maintains, and updates a variety of reports, lists, and databases as required by state agencies, accreditors, committees, administrators, faculty, staff, and others regarding courses, programs, prerequisites, and substantive changes. Plans, organizes, and coordinates appropriate sections of the annual college catalog, establishing timelines and ensuring that content complies with Education Code, Title 5, board policies, administrative procedures, accrediting requirements and other laws and regulations. Works as member of Program Review team to track scheduling of program review elements including frequency of review and submission of curriculum updates to the CCCCCO curriculum inventory system. Interprets, explains, and disseminates Education Code, Title 5 regulations, and appropriate sections of the CCCCCO Program and Course Approval Handbook to divisions, administrators, faculty, and staff; compares and contrasts changes to Title 5 regulations and makes appropriate adjustments to materials and other resources as required; updates college curriculum handbook and distributes electronically to faculty and staff. Trains on appropriate state and federal course and program codes that are applied to the curriculum management system, the student information system, and the state curriculum inventory system. Coordinates with Financial Aid office on curriculum changes that may affect student eligibility for financial aid. Attends regional and statewide curriculum meetings; attends Academic Senate for California Community Colleges (ASCCC) regional and statewide meetings including annual Curriculum Institute; and attends other training and workshops related to curriculum. Tracks the Curriculum Review cycle, maintaining record of all courses and programs by department as required by accreditation standards and Title 5. Assists in the recruitment, training and oversight of temporary employees. Performs related duties as assigned.

QUALIFICATIONS

EXPERIENCE

Two years of experience related to the duties of the position.

One year of experience is equal to 12 months of experience at 40 hours per week. Applicable part-time experience will be converted to the full-time equivalent for purposes of meeting the experience requirement.

EDUCATION

Completion of a bachelor's degree from an accredited institution. NOTE: Additional qualifying experience may be substituted for up to two years of the educational requirement on a year-for-year basis.

One year of education is equal to 30 semester units. Education must be from an accredited institution.

KNOWLEDGE OF

Degrees, certificates, and academic majors offered by the College and District; curriculum development, maintenance, and review process and procedures; guidelines and procedures used in the curriculum articulation process for two and four year colleges as well as state community college regulations and requirements; matriculation rules, laws, policies, procedures, and requirements for maintaining an accredited curriculum record; basic skill at facilitating small group decision-making processes; applicable federal, state and local laws, policies and regulations, and office processes and procedures; modern office practices, procedures and equipment; administrative and clerical procedures and systems, such as filing and recordkeeping techniques in a complex business environment; effective customer service skills; how to compose effective correspondence; the structure and content of the English language including the meaning and spelling of words, rules of composition and grammar, and rules for letter and report writing; principles and practices of effective communication; how to train others to perform specific tasks; numbers, their operations, and interrelationships, including arithmetic at the level required to effectively perform the duties of the position.

ABILITY TO (ESSENTIAL FUNCTIONS)

Perform the essential functions of the position; read, analyze, and interpret information on course and program descriptions, technical procedures, and governmental regulations; create processes in response to college curriculum needs; describe, prepare, and interpret all documents related to curriculum processes and maintain large amounts of information in electronic and manual files; sustain regular work attendance; work cooperatively and effectively with the public, students, faculty and staff; exercise initiative and mature judgment; interpret and applies applicable federal, state and local laws, policies and regulations, and office processes and procedures; work as a member of a team; meet schedules and timelines; manage one's own time and the time of others; correctly follow a given rule or set of rules in order to arrange things or actions in a certain order; understand and effectively carry out oral and written directions; effectively communicate information and ideas orally and in writing based on the needs of the audience; read, write and perform mathematical calculations at the level required for successful job performance; be aware of others' reactions and adjust interpersonal skills accordingly; handle personal and private information with discretion; prepare routine correspondence independently; effectively learn and operate equipment and software related to the duties of the position; use technology to effectively perform responsibilities, such as word processing, spreadsheets, databases, and desktop publishing; effectively learn and use software packages, establish best practices in that software, and communicate these practices to faculty and staff; type/enter data at a speed proficient to complete the duties of the position in a timely manner; adapt to changing technologies; work successfully with diverse populations.

TYPICAL EQUIPMENT USE (May include, but not limited to)

Current office technologies such as computers, printers, faxes, telephones and copiers; other equipment common to the field to which the position is assigned.