CURRICULUM SPECIALIST

DEFINITION:

Under general direction, to provide advanced administrative, liaison and program support services for the instructional course curriculum; to provide assistance and information to administrators and faculty on the processing of curriculum changes and required review; to maintain required course curriculum information in the database system; to monitor and coordinate with the Chancellor's office curriculum approval processes; and to perform related duties as assigned.

DISTINGUISHING CHARACTERISTICS:

This is a single position classification providing technical support and coordination for the maintenance and modification of the College's curriculum and course descriptions, working with the Curriculum Committee, Technical Review Committee, the Chancellor's Office, and other related authorities.

ESSENTIAL DUTIES: The following duties are typical of those performed by employees in this job title; however, employees may perform other related duties, and not all duties listed are necessarily performed by each employee in the job title.

· Assists faculty with process, format and technical requirements for curriculum submissions and approval, development of new certificate and degree programs, and related, including Chancellor's Office resources and application of Program and Course Approval Handbook; provides liaison between faculty and the Committee; Prepares Curriculum Summaries for Committee and Board of Trustees agenda;

· Coordinates agenda and committee scheduling with Curriculum chair; attends meetings and provides staff assistance on system capabilities submission requirements and coordination with campus departments; implements changes to descriptions resulting from committee meetings; maintains calendar of and issues reminders regarding required review processes;

· Creates and maintains the Curriculum website including summaries, agenda, and minutes;
disperses meeting information to committee members;

· Maintains curriculum elements in Banner including setting up and coding course and program information, creating and uploading course outlines of record using SQL and word processing; enters course and program numbers as approved; sets up degree and certificates as approved;

· Submits new and modified course outlines and programs the Chancellor's Office for approval, uploads documentation, resolves errors, and monitors process to completion;

· Coordinates with Articulation Officer for submission of approved courses to UC and CSU systems;

· Coordinates with Deans' assistants, Admissions & Records, and other staff from various

departments on curriculum submissions, numbering, approvals, scheduling, prerequisites, and other matters;
· Maintains course prerequisite rules;
· Coordinates with MIS regarding computer systems used in or affected by curriculum activities;
· Reads, interprets and develops appropriate forms and procedures to comply with requirements of the Chancellor's office; provides training and advice to faculty and staff involved.
· Drafts and monitors the budget for the assigned program area; maintains expenditure records and prepares reports; works with the business office to resolve discrepancies; performs special budget tracking related to funding requirements; prepares invoices;
· Collects, compiles, summarizes and analyzes program, student and client statistics; inputs to computer and maintains data bases for data tracking, reporting, communication, and outreach;
· Prepares a variety of informational and required reports on program statistics, services, and activities;
· Prepares a variety of written materials including correspondence, reports, brochures, recruitment, outreach and other materials, working in collaboration with college departments and programs;
· Identifies, obtains and maintains special resources for students/clients served and staff;
· Attends, conducts and/or participates in a variety of committees and meetings as directed

MINIMUM QUALIFICATIONS:

Knowledge of:
Regulations, requirements and systems of the Chancellor's Office pertaining to curriculum modification and approval,
College policies, procedures, and standards for curriculum review modification and maintenance;
Federal, state and other regulations pertaining to the program area.
Principles and practices of program planning, budgeting and monitoring.
Database and web based computer applications and systems; general office computer use
English grammar, spelling and punctuation.

Skill in:
Interpreting and applying regulations, policies and procedures pertaining to curriculum
Using specialized software applications related to curriculum modification and maintenance, including use of related database language such as SQL
Evaluating programs, identifying needs, and planning and implementing (a) complex program area(s) goals, objectives, policies and procedures.
Planning and delivering effective oral presentations to groups.
Planning and tracking program budgets.
Establishing and maintaining a variety of records, data and required reports.
Preparing effective written reports and correspondence.
Planning and coordinating meetings related to the program.
Establishing and maintaining effective working relationships with those contacted in the course of

the work, including working with students with special needs and requirements.

<u>Other Requirements</u>:
Must possess a valid California driver's license and have a satisfactory driving record; specified positions within this class may require certification of bilingual skills.

ILLUSTRATIVE EDUCATION AND EXPERIENCE: A typical way to obtain the above knowledge and skill is a combination of education and experience equivalent to:

> An Associate of Arts degree with major coursework in business or public administration, or an area which would provide relevant knowledge and skills, and three years of experience in program administration, in an educational setting.

PHYSICAL CHARACTERISTICS: The physical abilities involved in the performance of essential duties are:

Vision to read handwritten, typed and printed documents, and computer monitor displays; speech and hearing to communicate in person and by telephone; manual dexterity and motor skills to use a variety of office tools, manipulate paper and operate a keyboard; physical ability to sit or otherwise remain stationary at work post for long periods of time; and ability to lift and carry to transport files. This work is performed primarily indoors in a typical office environment.

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