



Job Description

JOB TITLE: Curriculum Specialist
PAY GRADE: CL 21
LAST REVISED: April 2017

*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. Additional or different duties from the ones set forth below may be required to address changing business needs/practices.*

SUMMARY DESCRIPTION

Performs a variety of specialized and technical work pertaining to the development, approval, and implementation of curriculum and program proposals, assuring compliance with State and local regulations and policies; coordinates and maintains the District master course database; submits courses and programs to the California Community College Chancellor's Office (CCCCO) and various statewide entities for review; scribes degree, certificate, general education, and course prerequisite requirements for districtwide use in academic advising, degree audit, and registration activities; plans and coordinates the development of the college catalog; advises the CIO in matters related to curriculum and program development, serves as liaison to CCCCCO and the Accrediting Commission for curriculum related matters.

REPRESENTATIVE DUTIES - *The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

1. Coordinates the District curriculum processes and maintains the accuracy and integrity of historical, current, and future courses and programs; serves as liaison and technical resource to the Curriculum Committee; develops timelines; prepares agendas and materials; attends meetings and takes minutes; serves as liaison to the Chancellor's Office and ACCJC for curriculum matters.
2. 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; trains and assists faculty and staff in completing online course outline forms and program proposals; trains and supports faculty in use of curriculum management system.
3. Coordinates processes for establishing, changing, coding, maintaining, and reporting curriculum related activities; submits new, revised, and archived courses and programs to the Board of Trustees for approval prior to submitting to the Chancellor's Office via the Curriculum Inventory system; as appropriate, submits courses to C-ID for review; as appropriate, submits programs to ACCJC for substantive change review.
4. Inputs, updates, and maintains the District master course data in the student information system, as required for schedule development and MIS reporting to the CCCCCO; scribes prerequisite rules in Degree Works for use in student educational planning and student registration; inputs, updates, and maintains District program (degree/certificate) data in the student information system, as needed for student major selection and program award reporting.

Job Description

5. 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.
6. Plans, organizes and coordinates the preparation of the annual college catalog using a web-based catalog management program; serves as editor, establishing timelines and ensuring that content complies with Education Code, Title 5, board policies, administrative procedures, accrediting requirements and other laws and regulations; publishes catalog.
7. Utilizes Scribe program language to encode degree, certificate, and general education requirements for use in Degree Works (academic advising/transfer articulation/degree audit), analyzing and reviewing the requirements to determine how best to develop the scribe blocks; consults with Degree Works users to troubleshoot issues and improve functionality.
8. Updates Course Student Learning Outcomes (CSLOs) and Program Student Learning Outcomes (PSLOs) in the planning and outcomes assessment software (TracDat) upon Curriculum Committee approval to meet and maintain accreditation requirements; ensures accurate active course data while maintaining documentary evidence of previous course information; archives courses as appropriate.
9. Interprets, explains and disseminates Title 5 regulations 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 District curriculum planning handbook and distributes electronically to faculty and staff.
10. Conducts research for courses, programs and other related data on various computer database programs; assists administrators, faculty and others with research of State and local rules, regulations and policies.
11. Coordinates with curriculum and catalog software vendors, troubleshooting errors, scheduling upgrades, preparing timelines, and rolling new academic years.
12. Assists Articulation Officer by updating District curriculum offerings on ASSIST; submitting courses to CSU and UC for CSU General Education-Breadth, CSU U.S. History, Constitution, and American Ideals, UC transfer eligibility, and IGETC review.
13. Attends regional and statewide articulation 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 and articulation.
14. Tracks the Curriculum Review cycle, maintaining record of all courses by department, as required by accreditation standards and Title 5.
15. Performs related duties as required.

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.*

Knowledge of:

- District curriculum and programs; applicable sections of the State Education Code and the California Code of Regulations-Title 5.
- Pertinent District instructional and student Board policies and administrative procedures.

Job Description

- Curriculum requirements at the community college and university levels.
- Curriculum management systems (WebCMS).
- Student information systems (Banner).
- Catalog management systems (CourseLeaf).
- Scribe programming for Degree Works audits, planners, and prerequisite enforcement.
- Planning and outcomes assessment software (TracDat).
- Articulation System Stimulating Interinstitutional Student Transfer (ASSIST).
- Online Services for Curriculum and Articulation Review (OSCAR).
- Course Identification Numbering System (C-ID).
- Transfer Model Curriculum (TMC).
- California State University General Education-Breadth (CSU GE) Guidelines.
- Intersegmental General Education Transfer Curriculum (IGETC) Standards, Policies and Procedures.
- University of California Transfer Course Agreements (UC TCA).
- California Community Colleges Chancellor's Office Curriculum Inventory (CCCCO CI).
- CCCCCO Data Element Dictionary pertaining to courses and programs.
- The North/Far North Regional Consortium.
- Accrediting Commission for Community and Junior Colleges (ACCJC).
- Academic Senate for California Community Colleges (ASCCC).
- District organization, operations, policies and objectives.
- Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.
- Basic principles and practices of accounting.
- Basic skill at facilitating small group decision-making processes.
- Sufficient math skills to interpret statistics and perform a full range of arithmetic calculations.
- Proper and appropriate English usage, grammar, spelling, punctuation, and vocabulary.
- Sufficient human relation skills to convey technical concepts to others and conduct informal presentations to small groups.

Ability to:

- Independently perform all of the duties of the position efficiently and effectively, using initiative and judgment.
- Perform a variety of specialized technical work related to the operation and function of District curriculum services.
- Advise and train faculty and staff on technical curricular matters.
- Maintain curriculum records and a variety of historical documents relating to curriculum and instruction.
- Scribe degree and certificate requirements, general education requirements, and prerequisite requirements.
- Act as liaison with curriculum-based software vendors.
- Maintain large amounts of information in electronic and manual files.
- Work under steady pressure with frequent interruptions.
- Assemble research, organize and prepare data for records and reports.
- Read, analyze, interpret, apply, and implement rules, regulations and policies
- Write reports, correspondence and informational materials.
- Speak effectively when facilitating small group processes.
- Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.
- Adapt to changing technologies and learn functionality of new equipment and systems.
- Plan, organize and prioritize work in order to meet schedules and timelines, including those

Job Description

required of governing boards.

- Be sensitive to and understanding of the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of community college students and staff.
- Establish and maintain effective working relationships with those contacted in the course of work.

Education and Experience Guidelines - *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. Examples of ways to obtain the knowledge and abilities would be:*

Education/Training:

Two years of college with major course work in business or related field.

Experience:

Three years of increasingly responsible experience in an educational institution, preferably in curriculum development and implementation.

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 walk, stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; 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.