

JOB TITLE: Curriculum Specialist
PAY GRADE: CL 22
LAST REVISED: July 2025

*Job Descriptions/Class Specifications are intended to present a descriptive list of the range of duties performed by employees in the job and are **not** intended to reflect all duties performed within the job.*

Sierra College has a strong commitment to the achievement of equity and inclusion among its faculty, staff, and students and values the rich, diverse backgrounds that make up the campus community. A strong candidate for this position must have the understanding and ability to successfully support individuals with varying backgrounds. This includes persons with disabilities, various gender identities and sexual orientations, as well as individuals from historically underrepresented communities and other groups. Our District is committed to providing strategies for success and proactive student-centered practices and policies focused on eliminating equity gaps to ensure the District provides an inclusive educational and employment environment focused on strategies for success and equitable outcomes for all.

SUMMARY DESCRIPTION

Under general supervision from assigned manager, performs specialized and independent technical work pertaining to the development, approval, and implementation of curriculum and program proposals, ensuring compliance with State and local regulations and policies; manages 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 approval; scribes degree, certificate, general education, and course prerequisite requirements for use in academic advising, degree audit, and registration activities; plans and coordinates the development of the college catalog; advises the Chief Instructional Officer (CIO) in matters related to curriculum and program development; and serves as the liaison to CCCCCO and the Accrediting Commission for Community and Junior Colleges (ACCJC) 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 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 in compliance with the Brown Act; attends meetings and takes minutes; serves as liaison to CCCCCO and ACCJC for curriculum matters.
2. Reviews and edits curriculum documents and course outlines; reviews new and modified programs of study and makes recommendations; ensures compliance with District Board of Trustee policies and procedures and Title 5 regulations; trains and assists employees in completing online course outline forms and program proposals; trains and supports employees in use of curriculum management system.
3. Coordinates processes for establishing, 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 CCCCCO via the Curriculum Inventory System (COCI); submits courses to the statewide Course Identification Numbering System (C-ID) for review; submits programs to ACCJC for substantive change approval.
4. Gathers, compiles, and maintains the District master course data in the District's Banner Enterprise Resource Planning (ERP) system, as required for schedule development and Management Information System (MIS) reporting to CCCCCO; scribes prerequisite rules in Degree Works (or similar software) for use in student educational planning and student registration; gathers, compiles, and maintains District program (degree/certificate) data in the student information system for student major selection and program award reporting.
5. Develops, maintains, and updates a variety of reports, lists, and databases regarding courses, programs, prerequisites, and substantive changes.

6. Updates Course Student Learning Outcomes (CSLOs) and Program Student Learning Outcomes (PSLOs) in specialized planning and outcomes assessment software 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 needed.
7. Tracks the curriculum review cycle, maintaining record of all courses by department as required by accreditation standards and Title 5.
8. Plans, organizes, and coordinates the preparation of the annual college catalog using a web-based catalog management program; serves as editor by establishing timelines and ensuring that content complies with federal, state, and local laws and regulations; publishes catalog.
9. Interprets, explains, and disseminates Title 5 regulations; compares changes to Title 5 regulations and makes appropriate adjustments to materials and other resources as required; updates District curriculum planning handbook and distributes electronically.
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 Articulation System Stimulating Interinstitutional Student Transfer (ASSIST); submits courses to California State University (CSU) and University of California (UC) for General Education requirements and transfer eligibility.
13. Utilizes Scribe program language to encode degree, certificate, and general education requirements for use in the District's degree audit and planning software for academic advising, transfers, articulation, and degree audits, analyzing and reviewing the requirements to determine how best to develop the scribe blocks; consults with users to troubleshoot issues and improve functionality.
14. Attends regional and statewide articulation meetings; attends Academic Senate for California Community Colleges (ASCCC) regional and statewide meetings including annual Curriculum Institute.
15. Performs related duties that support the overall objective of the position.

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:

- Curriculum standards, policies, procedures, and guidelines for California general education requirements, transfer course agreements, Articulation System Stimulating Interinstitutional Student Transfer (ASSIST), and Transfer Model Curriculum (TMC).
- District curriculum and programs.
- Course Identification Numbering System (C-ID).
- California Community Colleges Chancellor's Office Curriculum Inventory (CCCCO CI) and Data Element Dictionary pertaining to courses and programs.
- Organization, operations, policies, and objectives related to curriculum of the District, the North/Far North Regional Consortium, Accrediting Commission for Community and Junior Colleges (ACCJC), and Academic Senate for California Community Colleges (ASCCC).
- Federal, state, and local laws, codes, and regulations regarding curriculum management, including District and Board policies and procedures, applicable sections of the State Education Code, and the California Code of Regulations-Title 5.
- Data collection and basic research principles and practices.
- Basic mathematical, accounting, and statistical principles.
- English usage, grammar, spelling, punctuation, and vocabulary, including proofreading and formatting techniques.

Ability to:

- Perform a variety of specialized technical work related to the operation and function of District curriculum services.
- Scribe degree and certificate requirements, general education requirements, and prerequisite requirements.
- Assemble research, organize, and prepare data for records and reports.
- Advise and train faculty and staff on technical curricular matters.
- Facilitate small group processes.
- Plan and organize work to meet changing priorities and deadlines.
- Implement and maintain accurate filing and record-keeping systems relating to curriculum and instruction in electronic and manual files.
- Utilize office procedures, methods, and equipment, including computers, technology, and applicable software applications sufficiently to perform the duties of the classification, including the District's Enterprise Resource Planning (ERP) system and specialized curriculum and catalog management systems.
- Follow oral and written directions.
- Communicate clearly and concisely, both orally and in writing.
- Write reports, correspondence, and informational materials.
- Take and transcribe minutes and notes from meetings.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Work independently and collaboratively.
- Apply District policies and procedures.

EDUCATION AND EXPERIENCE GUIDELINES

Any combination of education and experience that demonstrates the required above knowledge and abilities is qualifying. Examples of ways to obtain the above knowledge and abilities could include, but are not limited to, the following:

Education/Training

- Two years of college with major course work in business, liberal studies, education, or related field.

Experience

- Three years of increasingly responsible administrative and programmatic experience in an educational institution, preferably in curriculum, articulation, or transfer-related functions, or a similar position with transferable skills.

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.

Board Approved: July 15, 2025