

## **PALOMAR COMMUNITY COLLEGE DISTRICT**

### **CURRICULAR SCHEDULES TECHNICIAN**

*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.*

#### **DEFINITION**

To accurately develop and maintain the master room chart of scheduled classes; to provide complex and responsible secretarial support to the Curriculum Committee; to prepare the college catalog for annual publication; to update the master course file in response to items approved by the Curriculum Committee; and to perform a variety of duties relative to assigned area of responsibility.

#### **SUPERVISION RECEIVED AND EXERCISED**

Receives direction from the Instruction Office Manager.

**ESSENTIAL AND MARGINAL FUNCTION STATEMENTS** *Essential and other important responsibilities and duties may include, but are not limited to, the following:*

#### **Essential Functions:**

1. Review and evaluate curriculum forms submitted by departments; verify course numbers are available and meet established course numbering guidelines; verify disciplines for minimum qualifications meet required Chancellor's Office guidelines; make notations on forms as necessary; copy and distribute forms to proper subcommittees/representatives.
2. Analyze, evaluate and input data from schedule information sheets for the preparation of class schedules; notify academic departments of errors.
3. Collect approved forms from subcommittees and representatives; interpret data on forms and prepare appropriate entries for inclusion on the Curriculum meeting agenda; organize information submitted for presentation at meetings; compose and construct draft agendas and addendum for meetings.
4. Coordinate the review of agendas with higher-level staff; revise agendas as needed; duplicate and distribute minutes to committee and appropriate college staff members.
5. Attend Curriculum Committee meetings and serve as a resource person; take and transcribe minutes; coordinate the review of minutes with higher-level staff; revise minutes as necessary; duplicate and distribute minutes to appropriate staff members.
6. Maintain and update electronic database that contains information on course numbers, disciplines for minimum qualifications and when course outlines of record were last updated.

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7. Design and manage tracking systems to maintain records for various curriculum projects such as course outline review, requisite validation, distance education and curricular changes.
8. Prepare lists of all new and deleted programs and courses for Governing Board approval; track approval from Chancellor's Office and maintain appropriate records.
9. Track the progress of curriculum proposals through the approval process; maintain appropriate records of Curriculum Committee, Faculty Senate, Governing Board and Chancellor's Office action on such items.
10. Interpret items acted upon by the Curriculum Committee and incorporate into the college catalog; prepare college catalog for annual publication including desktop publishing; proof catalog for proper English spelling, grammar and punctuation; verify accurate course listings, course requisites, total units required for A.A. degree/certificate programs; format and paginate catalog.
11. Update and maintain a hard copy of the master catalog in response to items approved by the Committee; update California Articulation Numbers and transfer designation in the catalog.
12. Serve as resource to staff for items such as course outline review, Chancellor's Office requirements and procedures, requisite validation and miscellaneous other policies and procedures related to curriculum development and scheduling.
13. Track student enrollment in directed study classes; obtain completed directed study contracts from department chairs/directors; review contracts to ensure completeness; maintain files in accordance with Title V regulations.
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15. Evaluate and update information and data in Master Course File to ensure compliance with Title V regulations including repeatability; assign and update codes in accordance with Chancellor's Office regulations.
16. Identify course outlines of record to be reviewed annually; initiate review process and notify academic departments of needed review; track the approval of course outlines of record; prepare reports for the Curriculum Committee on the state of annual reviews; manage and update official files for course outlines of record and requisite validation as required by Title V regulations.
17. Review course outlines of record to verify they are on proper forms and have necessary validation forms attached; verify course outlines of record are consistent with established Curriculum Committee standards.
18. Manage and update official files for course outlines of record and requisite validation as required by Title V regulations.
19. Identify pre-requisite courses in need of validation; review validation forms to ensure completeness; prepare information on validated requisites for Curriculum Committee approval; remove requisites from the college catalog as required.
20. Provide in-service training to appropriate staff college members related to curriculum and class schedule policies and procedures.

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**Marginal Functions:**

1. Attend and/or take notes of special task force or committee meetings as assigned.
2. Identify and initiate changes to the format and content of curriculum and class schedule forms as necessary.
3. Perform related duties and responsibilities as required.

**QUALIFICATIONS**

**Knowledge of:**

Methods and techniques used to develop college catalogs and class schedules.  
Administrative and secretarial support techniques.  
Pertinent Federal, State and local codes, laws and regulations.  
Chancellor's Office and District rules and regulations pertaining to course and class schedule development.  
Principles and practices of word processing and desk top publishing.  
Modern office procedures, methods and equipment including computers.  
English usage, spelling, grammar and punctuation.  
Principles and procedures of record keeping.  
Principles and practices used in minute taking and transcription.

**Ability to:**

Provide complex and responsible secretarial support to the Curriculum Committee.  
Participate in the development of the course catalog.  
Prepare college catalog for annual publication including proof reading course changes.  
Interpret and accurately process data received from academic departments.  
Identify course outlines of record to be reviewed annually.  
Design and manage tracking systems to maintain records for various curriculum projects.  
Maintain and update electronic database records.  
Ensure compliance with applicable Federal and State laws and regulations.  
Take and transcribe notes at a speed necessary for successful job performance.  
Communicate clearly and concisely, both orally and in writing.  
Establish and maintain effective working relationships with those contacted in the course of work.  
Maintain physical condition appropriate to the performance of assigned duties and responsibilities.

**Experience and Training Guidelines**

*Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

**Experience:**

Four years of increasingly responsible experience providing administrative and secretarial support in the development and maintenance of schedules for college courses and classroom assignments.

**Training:**

Equivalent to the completion of the twelfth grade supplemented by college level course work in business administration or a related field.

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**WORKING CONDITIONS**

**Environmental Conditions:**

Office environment; exposure to computer screens; extensive contact with faculty and staff.

**Physical Conditions:**

Essential and marginal functions may require maintaining physical condition necessary for sitting for prolonged periods of time; extensive use of computer keyboard; near visual acuity for reading computer screens, course schedules and catalogs.