PALOMAR COLLEGE

Classification Title: Curriculum Specialist

Department:	Instruction Office	**EEO6 Code:**	5
Employee Group:	Classified	**Salary Grade:**	30
Supervision Received From:	Manager, Instruction Office	**Date of Origin:**	7/2017
Supervision Given:	General Supervision	**Last Revision:**	7/2017

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 by individual positions.

JOB SUMMARY.

Coordinates and performs a variety of difficult, technical and responsible duties in developing and presenting the District's curricula; provides advanced administrative support and consultation to faculty and Curriculum Committee, and facilitates course, curriculum and catalog approval and revision processes. Inputs data, maintains, tracks and edits curricula, prepares a variety of reports and performs auditing and data integrity tasks associated with curriculum development. Work requires a detailed understanding of the functions and operations of applicable software and modules of the District's integrated data systems and close attention to detail to ensure changes are made with a high degree of accuracy in a timely manner in accordance with applicable sections of Title 5 of the California Code of Regulations.

DISTINGUISHING CHARACTERISTICS.

Curriculum Specialist is an advanced journey-level class requiring specialized knowledge of the curriculum development process.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS.

Essential Functions: Essential responsibilities and duties may include, but are not limited to, the following:

1. Maintains the integrity of the District's curricular data through the administration of multiple software applications and databases; enters course records and ensures curriculum data meets regulatory compliance and accreditation standards; performs continuous review for data integrity between local curriculum database and the state inventory system; analyzes data for trends, accuracy and completeness; reports and resolves curriculum data entry errors/ issues.

2. Evaluates curriculum proposals to ensure federal, state and District guidelines are met; tracks the status of curriculum proposals throughout the approval process; prepares Governing Board submissions reporting curriculum activity including courses and certificate/degree programs; submits approved courses and programs to the California Community Colleges Chancellor's Office (CCCCO) and accrediting commissions; responds to requests for additional information; assists with required changes from the CCCCO; notifies departments of approval results.

3. Serves as an advanced functional expert for local and state-level curriculum management software programs and modules; analyzes data collection processes and makes recommendations to improve work flow; participates in the development, testing and review of systems upgrades; maintains user documentation and procedures; syncs/ transfers data between software programs; submits data to the CCCCO, accrediting bodies and other organizations

as needed; sets up user permissions in various databases; creates and maintains the District's curriculum website.

4. Provides support for the District's Curriculum Committee; researches, prepares and distributes agendas for committee meetings; attends meetings, takes and transcribes minutes; initiates and tracks follow-ups from committee recommendations; prepares curricular actions and reports for consideration by the Faculty Senate and Governing Board; researches, evaluates, recommends and/or completes special projects initiated by the committee, the Faculty Senate and the Assistant Superintendent/Vice President, Instruction.

5. Coordinates development of the curriculum process timeline; provides information and assistance to faculty, staff and administrators regarding the timelines, policies and procedures related to curriculum development including CCCCO requirements for course and certificate/degree development, course outline reviews, requisite validation, course repeatability, unit value and cross listing; researches requirements and supplemental information as needed.

6. Coordinates, develops and publishes the production calendar for building the annual course catalog; coordinates production activities to ensure timelines and printing schedules are met; distributes sections of the catalog to relevant departments for review and updating; updates catalog descriptions and ensures their accuracy in the District's catalog; distributes catalog extracts for review by all departments; reviews galley proofs from the printer and may authorize print production; manages and tracks distribution of catalogs; coordinates online posting of catalog with graphics specialists and Academict Technology Resource Center personnel.

7. Extracts, syncs and formats data from multiple databases and other sources for program planning, decision making, evaluation and accountability purposes; generates routine and specialized reports on courses and curriculum for submission to the CCCCO; generates reports required for local, federal and state reporting purposes.

8. Designs training materials and conducts training seminars and workshops for administrators, faculty and staff on program/curriculum processes and procedures; conducts individual training as needed.

9. For special projects related to area of responsibility, may delegate work and assist in monitoring the efforts of other department staff for completeness and accuracy.

Marginal Functions:

1. Performs related duties and responsibilities as required.

QUALIFICATIONS.

Experience and Education/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: Five years of increasingly responsible administrative support experience involving the development of class schedules and/or college curriculum and associated responsibilities.

Education/Training: Equivalent to an associate's degree from an accredited college or university with a major in information technology, education, business or public administration or a closely related field.

Knowledge of:

1. Policies, procedures, rules and regulations relevant to curricula and instructional programs and associated degrees and certificates.
2. College curriculum/course management software programs and system processing procedures, codes and data elements used to build and maintain a master course catalog at a highly detailed functional user level.
3. Advanced curriculum recordkeeping, data analysis and reconciliation techniques.
4. State processes and procedures for the development, review and adoption of courses and instructional programs.
5. Principles, tools and techniques of project planning and management.
6. Methods and techniques for the development, maintenance and troubleshooting of assigned databases and related

software.

7. Principles and practices of sound business communication.

8. Correct English usage, including spelling, grammar and punctuation.

9. Principles, practices and methods of statistical, systems, and procedural analysis and research methods.

10. Federal, state and local laws, regulations and court decisions governing area of assignment, including relevant sections of the California Education Code, Title 5 of the California Code of Regulations, and provisions of the California Public Records Act and the Ralph M. Brown Act.

11. Modern office practices, procedures and equipment including computers and applicable software programs.

Skill in:

1. Understanding, interpreting, explaining and applying complex curricular rules, regulations, standards and policies.

2. Preparing college catalogs for annual publication.

3. Defining issues, analyzing problems, evaluating alternatives and developing sound, independent conclusions and recommendations in accordance with laws, regulations, rules and policies.

4. Organizing, setting priorities and exercising expert independent judgment within areas of responsibility.

5. Performing research, analyzing data and compiling a variety of complex administrative and statistical reports and tracking systems.

6. Developing and implementing appropriate work processes, procedures and controls.

7. Communicating clearly and effectively, both orally and in writing.

8. Preparing clear, concise and accurate agendas, minutes, reports, documents, data entries and other written materials.

9. Performing research and compiling a variety of complex administrative and statistical reports and tracking systems.

10. Operating a computer and other standard office equipment and using spreadsheet, word processing and enterprise software.

11. Maintaining sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation and ethnic backgrounds of community college students, faculty and staff.

12. Applying tact and diplomacy in dealing with sensitive and complex issues.

13. Establishing and maintaining effective working relationships with those encountered in the course of work.

WORKING CONDITIONS.

Environmental Conditions: The employee works under typical office conditions, and the noise level is usually quiet to moderate.

Physical Conditions: Essential and marginal functions may require physical fitness requirements necessary to perform the job functions with or without accommodation, such as the ability to sit, stand and walk for prolonged periods and to use hands to repetitively finger, handle and feel computers and standard business equipment.

TERMS OF EMPLOYMENT.

The duration of any fully restricted funded position in this classification is dependent upon the continuation of funding.