



**Classification Title: Senior Curriculum Technician**

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|-----------------------------------|-----------------------------|------------------------|--------|
| <b>Department:</b>                | Instruction Office          | <b>EEO6 Code:</b>      | 4      |
| <b>Employee Group:</b>            | Classified                  | <b>Salary Grade:</b>   | 26     |
| <b>Supervision Received From:</b> | Manager, Instruction Office | <b>Date of Origin:</b> | 9/2016 |
| <b>Supervision Given:</b>         | General Supervision         | <b>Last Revision:</b>  | 9/2016 |

*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.**

Performs a variety of difficult and responsible duties in developing and presenting the District's curricula; provides administrative and technical support to faculty and the Curriculum Committee, and coordinates and prepares the District's catalog for annual publication. Incumbents input data, maintain, track and edit curricula, prepare a variety of reports and perform quality assurance tasks associated with curriculum development. Work requires a detailed understanding of the functions and operations of applicable software and modules of the District's computer systems and close attention to detail to ensure changes are made with a high degree of accuracy in a timely manner as well as applicable sections of Title 5 of the California Code of Regulations.

**DISTINGUISHING CHARACTERISTICS.**

Senior Curriculum Technician is a full 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. Provides support for the 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 or the Assistant Superintendent/Vice President, Instruction.
2. 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 California Community Colleges Chancellor's Office (CCCCO) requirements for course and certificate/degree development, course outline reviews, requisite validation, course repeatability, unit value and crosslisting; researches requirements and supplemental information as needed.
3. Makes decisions regarding the timing of curriculum implementations and technical updates in order to maintain a current and historical curriculum.
4. Following established state guidelines and local procedures, identifies courses and course outlines for regular annual review and notifies instructional departments to initiate the review process; tracks completion of review processes and updates information in the curriculum management system database.

5. 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 CCCCCO and accrediting commissions and responds to requests for additional information; notifies departments of approval results.
6. Serves as an advanced functional expert for curriculum management software programs and modules; tests and reviews systems upgrades; maintains user documentation and procedures; transfers data between software programs; uploads data to the CCCCCO, accrediting bodies and other organizations as needed; sets up user permissions in various databases; conducts individual trainings and in-service programs for users; creates and maintains the District's curriculum website.
7. 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 the Web Coordinator.
8. Generates routine and specialized reports on courses and curriculum for submission to the CCCCCO; generates reports required for local, state and federal reporting purposes.
9. 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:** Four years of increasingly responsible administrative experience involving the development of class schedules and/or college curriculum and associated responsibilities.

**Education/Training:** Equivalent to completion of the twelfth grade.

#### **Preferred Qualifications:**

Completion of college-level coursework from an accredited college or university.

#### **Knowledge of:**

1. Policies and procedures regarding curricula and instructional programs offered by a community college and associated degrees and certificates.
2. Title 5 of the California Code of Regulations, various California Education Code sections and CCCCCO rules and regulations governing the development of community college curricula as they apply to assigned areas of responsibility.
3. 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.
4. Methods and techniques used to develop college catalogs and class schedules.
5. State processes and procedures for the development, review and adoption of courses and instructional programs.
6. Methods and techniques for the development, maintenance and troubleshooting of assigned databases and related software.
7. Principles and practices of sound business communication; correct English usage, including spelling, grammar and punctuation.

8. Research methods and data analysis techniques.
9. Provisions of the California Public Records Act and the Ralph M. Brown Act.
10. Federal, state and local laws, regulations and court decisions governing area of assignment.
11. Modern office practices, procedures and equipment including computers and applicable software programs.

**Skill in:**

1. Working collaboratively with others encountered in the course of work to complete course catalog database development processes efficiently and with a high degree of accuracy.
2. Providing information and guidance to faculty and staff on catalog processes and procedures in a manner that encourages teamwork and cooperation.
3. Preparing college catalogs for annual publication.
4. Reviewing and proofreading highly detailed course catalog information online and in paper formats and identifying errors, conflicts, omissions and other problems quickly and with a high degree of accuracy.
5. Interpreting, applying, explaining and reaching sound decisions in accordance with policies and procedures applicable to assigned areas of responsibility.
6. Communicating clearly and effectively, both orally and in writing.
7. Preparing clear, concise and accurate agendas, minutes, reports, documents, data entries and other written materials.
8. Performing research and compiling a variety of complex administrative and statistical reports and tracking systems.
9. Operating a computer and other standard office equipment and using spreadsheet, word processing and enterprise software.
10. 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.
11. 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.