

**San Jose · Evergreen Community College District
Classified Job Description**

Position: Curriculum Coordinator, College

Department: Academic Affairs

Location: San Jose City College

Date: June 12, 2013

POSITION PURPOSE

Reporting to the Vice President of Academic Affairs or assigned administrator, this position supports two significant areas: curriculum and accreditation (or an equivalent substantive area). This position is differentiated from the Curriculum Specialist by its broader responsibility for long-term or ongoing projects of significant size that have a college-wide impact, and require coordination with the District. It provides specialized and technical support to the development, approval, and implementation of the campus and cross-campus curriculum. Coordinate and provide support to administrative processes for establishing, changing, coding, maintaining, and reporting curriculum related activities. Coordinate college-wide activities that impact significant areas of college operation such as college-wide accreditation activities.

KEY DUTIES AND RESPONSIBILITIES:

1. Serve as lead in development of processes involved in establishing, coding, maintaining, and reporting of curriculum and related.
2. Research and interpret curriculum policies and regulations providing guidance to college administration, and faculty and staff for curriculum development, approval, modification, and implementation of college and cross-campus curriculum; examine curriculum documents for accuracy assuring application of laws, rules, codes, established policies and procedures, and determining appropriate action for curriculum documents submitted by administration and faculty.
3. Present curriculum to the Technical Team, make revisions and modifications as appropriate and directed by the Team. Obtain proper signatures, complete and submit Board agenda transmittals to the Chancellor for inclusion on the Board agenda, and notify appropriate faculty/administrator.
4. Enter approved curriculum information into internal and/or external databases. Develop, maintain, and update a variety of reports, lists, and databases related to curriculum and programs. Create and maintain a database of course and program proposals processed by academic year.
5. Work with faculty and administrators to resolve problems such as, but not limited to section conflicts arising from curriculum-related decisions.
6. Participate in updating curriculum-related information for the college catalog.
7. Coordinate and attend curriculum meetings, make arrangements and compile meeting documents as required. Maintain a calendar of curriculum Technical Team, administrative, and related activities, coordinate with other departments and outsiders for attendance. Record and transcribe proceedings, ensure that minutes and reports are distributed to administrative staff, the Board, and others as appropriate.
8. Provide instruction to faculty and staff on documentation needed for curriculum development, modification, and maintenance.
9. Serve as an informational resource, respond to requests, inquiries, and questions from administrators, faculty, staff and public. Respond verbally or through correspondence, refer difficult or sensitive matters to an administrator.

10. Compose correspondence on curriculum and related matters. Prepare various reports, contracts, Board agenda items, statistical data, and other materials as to support the curriculum development and maintenance function.
11. Act as lead in a substantive project by coordinating the College and District collection of documentation/data/information for support.
12. Coordinate production of reports including the assembling, formatting, editing, and producing of the report for printing, electronic publication, and web publishing.
13. Coordinate college and district committees in the collection of documentation to support Accreditation Comprehensive and Follow-up Reports including evaluation of citations for modification and accuracy, extensive research of college and district resources.
14. Participate in long-range strategic and instructional planning, program review, and program analysis.
15. Develop and recommend office procedures that assure timely information and work flow.
16. Perform other duties related to the job classification.

EMPLOYMENT STANDARDS

Knowledge of:

1. Degrees, certificates, and academic majors offered by the College and District.
2. Curriculum development, maintenance, and review process and procedures.
3. Guidelines and procedures used in the curriculum articulation process for two and four year colleges as well as state community college regulations and requirements.
4. Matriculation rules, laws, policies, procedures, and requirements for maintaining an accredited curriculum record.
5. Computer based software programs that support this level of work, including but not limited to word processing, spreadsheet, presentation graphics, and data entry onto custom databases.
6. District organization, operations, policies and objectives.
7. Office practices, procedures and equipment.
8. Data analysis and reporting techniques and protocols.
9. Correct English usage, grammar, spelling, punctuation and vocabulary.
10. Oral and written communication skills
11. Interpersonal skills using tact, patience and courtesy.
12. Methods of collecting and organizing data and information.
13. Letter and report writing, editing and proofreading.

Skills and Ability to:

1. Read, analyze and interpret information on a course and program descriptions, technical procedures and governmental regulations.
2. Write reports, correspondence and informational materials.
3. Communicate effectively both orally and in writing or when facilitating small group processes.
4. Describe, interpret, and prepare outlines for course content.
5. Maintain large amounts of information in electronic and manual files.
6. Plan, organize and prioritize work in order to meet schedules and timelines, including those required of governing boards.
7. Provide complex administrative and technical support to an assigned administrator.
8. Serve as a lead resource regarding District-wide curriculum maintenance and coordination accreditation.
9. Maintain current knowledge of rules, regulations, requirements and restrictions related to academic programs.
10. Interpret, apply and explain applicable laws, codes, rules and regulations.
11. Organize complex material and summarize discussions and actions taken in report form.
12. Maintain a variety of complex files and records.
13. Establish and maintain cooperative and effective working relationships with others.
14. Produce reports including the assembling, formatting, editing, and producing of the report for printing, electronic publication, and web publishing.

Experience and Education:

1. Associate degree.
2. Two years of experience in admissions, counseling, financial aid, or an administrative support role in education.
3. Experience with curriculum related duties and curriculum databases.
4. Experience with coordinating large projects.
5. Demonstrated sensitivity, knowledge and understanding of the diverse academic, socioeconomic, gender, cultural, disability, and ethnic back of groups historically underrepresented, and groups who may have experienced discrimination.

WORKING CONDITIONS

Environment:

1. Typical office environment.

Physical Demands:

1. Requires sufficient ambulatory ability to reach light-weight work materials. Requires sufficient hand/eye coordination and manual dexterity to keyboard at an advanced rate. Requires sufficient visual acuity to recognize words letters and numbers. Requires sufficient auditory ability to carry on conversations with individuals and small groups, both in person and on the phone.

Board Approved: 6/11/13

Salary Range: 110

EEO Category: 2B3 – Technical/Professionals