

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

Position: Educational Services Coordinator

Department: Institutional Effectiveness &
Student Success

Location: District Office

Date: July 1, 2016

POSITION PURPOSE

Under the direction of assigned administrator, perform a variety of highly specialized and technical duties related to the coordination and support of the development and maintenance of District-wide curriculum. Serve as a lead resource regarding District-wide curriculum coordination and maintenance.

KEY DUTIES AND RESPONSIBILITIES:

1. Coordinate District-wide curriculum management and maintenance activities; perform a variety of highly specialized and technical support duties related to the development, implementation and approval of District-wide curriculum; proofread and assure the accuracy of curriculum coding and documentation on District campuses.
2. Facilitate district curriculum activities and serve as a lead resource regarding District-wide curriculum maintenance and documentation; communicate with curriculum staff, administrators, outside agencies and others to exchange information, resolve issues and conflicts and coordinate activities.
3. Ensure curriculum is in compliance with district policies and procedures, state and federal laws and the guidelines of accrediting organizations.
4. Analyze the curriculum maintenance process; develop and implement improvement strategies.
5. Provide lead direction in the organization and implementation of the curriculum management component in district's internal database system.
6. Review draft course and program materials for adherence to local district policies, state laws and regulations and accreditation standards.
7. Oversee and verify accurate entry of all new and existing courses and programs into district's internal database system such as Colleague by Ellucian or other relational database.
8. Monitor electronic submission of courses, programs and other curriculum documentation to California Community Colleges Chancellor's Office curriculum external inventory database system. Troubleshoot and resolve problems.
9. Oversee maintenance of official curriculum files on district's curriculum server; together with historical files of curriculum and college catalogs.
10. Maintain and develop documentation for "Creating Courses and Programs, Defining Course and Program Characteristics, and Changing Course and Program Definitions".
11. Facilitate the creation and maintenance of course prerequisite and co-requisite requirements as determined by curriculum proposals.
12. Coordinate the prerequisite checking process at the end of each term.

13. Maintain course and non-course equivalent structure in Colleague.
14. Coordinate and oversee coding and updating of certificate and degree requirements in Colleague's academic program files.
15. Develop the structure for creating descriptions of majors and programs within the database; set up structures and codes within the database for courses and degree audits.
16. Establish and maintain structure for creating the campus catalog year, reporting years and terms and the campus calendars within the district's database.
17. Enter approved curriculum information into district's database; develop, maintain and update a variety of reports, lists and databases related to curriculum and programs; create and maintain database of course and program proposals processed by academic year; resolve conflicts as needed.
18. Analyze and resolve database Colleague system problems and issues related to courses, degree audit, testing, registration, rules, and cut scores; provide technical assistance to campus staff.
19. Research, compile, analyze and summarize data for special projects, programs and comprehensive reports; develop and coordinate or perform the implementation of special projects and programs.
20. Prepare and maintain a variety of agendas, manuals, and folders; prepare or direct the preparation of a variety of annual, quarterly or administrative reports.
21. Coordinate and attend a variety of meetings and compile related notices, reports and agendas.
22. Provide for the maintenance of records, logs and complex filing systems pertaining to curriculum and curriculum development; organize and implement procedures for dissemination of curriculum information; maintain and store records for audit reviews.
23. Train and provide work direction and guidance to assigned staff.
24. Attend and participate in a variety of in-service trainings, workshops, conferences and meetings.
25. Participate in the enhancement of curriculum processes through the use of new technology.
26. Perform other duties reasonably related to the job classification.

Knowledge of:

1. In-depth knowledge of matriculation rules, laws, policies, procedures and requirements for maintaining an accredited curriculum record.
2. Guidelines and procedures used in the development of community college curriculum.
3. Guidelines and procedures used in the articulation process for 2-year and 4-year colleges as well as state requirements.
4. An information system database such as Colleague for curriculum management and degree audit.
5. An information system database such as Colleague with application for institutions, scheduling, and communications management

6. Organization, policies and procedures of an assigned area of educational administration.
7. District organization, operations, policies and objectives.
8. Applicable laws, codes, rules and regulations.
9. Office practices, procedures and equipment.
10. Current office technology and software applications
11. Data analysis and reporting techniques and protocols.
12. Correct English usage, grammar, spelling, punctuation and vocabulary.
13. Oral and written communication skills
14. Interpersonal skills using tact, patience and courtesy.
15. Budgeting practices regarding monitoring and control.
16. Methods of collecting and organizing data and information.
17. Letter and report writing, editing and proofreading.

Skills and Ability to:

1. Provide complex administrative and technical support to an assigned administrator.
2. Serve as a lead resource regarding District-wide curriculum maintenance and coordination.
3. Maintain current knowledge of rules, regulations, requirements and restrictions related to academic programs.
4. Interpret, apply and explain applicable laws, codes, rules and regulations.
5. Organize complex material and summarize discussions and actions taken in report form.
6. Maintain a variety of complex files and records.
7. Assure efficient and timely completion of program projects and activities.
8. Operate a computer and associated software.
9. Establish and maintain cooperative and effective working relationships with others.
10. Plan and organize work.
11. Work independently with little direction.
12. Communicate effectively both orally and in writing.

Experience and Education:

1. Bachelor's degree from an accredited college or university.
2. Four years of experience performing technical and curriculum related duties.
3. Significant experience with curriculum databases.

4. Significant experience with using an ERP system such as Colleague by Ellucian, designed specifically for registration and course and schedule production.
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. Dexterity of hands and fingers to operate a computer keyboard.
2. Sitting or standing for extended periods of time.
3. Hearing and speaking to exchange information in person or on the telephone.
4. Seeing to read a variety of materials.

Board Approved: 06/14/16

Salary Range: 130 (re-classified from District Curriculum Coordinator)

EEO Category: 2B2 – Other Professionals