

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

Position: Curriculum Specialist

Department: Academic Affairs

Location: Evergreen Valley or San Jose City College

Date: 2016

POSITION PURPOSE

Under general direction of assigned administrator, provides specialized and technical support to the development, approval, and implementation of the campus and cross-campus curriculum. Coordinates and provides support to administrative processes for establishing, changing, coding, maintaining, and reporting curriculum related activities. Coordinates activities connected with the section scheduling process.

KEY DUTIES AND RESPONSIBILITIES:

1. Reviews, examines, and makes corrections to curriculum documents submitted by instructional and administrative staff for inclusion in the Board agenda. Screens and determines appropriate action required for materials submitted for information or action.
2. Reviews curriculum descriptions for accuracy and compliance with established rules, codes, policies and procedures.
3. Presents curriculum to the Technical Team, making revisions and modifications as appropriate and directed by the Team. Obtains proper signatures, completes and submits Board agenda transmittals to the Chancellor for inclusion on the Board agenda, and notifies appropriate parties of agenda dates.
4. Enters approved curriculum information into internal and/or external databases. Develops, maintains, and updates a variety of reports, lists, and databases related to curriculum and programs. Creates and maintains a database of course and program proposals processed by academic year.
5. Works with academic professionals and administrators to resolve problems such as, but not limited to section conflicts arising from curriculum-related decisions.
6. Participates in updating curriculum-related information for the college catalog. Confers with support staff regarding the maintenance of curriculum files on the server.
7. Provides administrative assistance to administrators that oversee curriculum processes. Serves as an informational resource, responding to requests, inquiries, and questions from administrators, faculty, staff and students. Responds verbally or through correspondence, referring difficult or sensitive matters to an administrator.
8. Composes correspondence on curriculum and related matters. Prepares various reports, contracts, Board agenda items, statistical data, and other materials as to support the curriculum development and maintenance function.
9. Prepares and maintains a variety of special materials such as but not limited to directories and class schedules. Prepares and/or oversees preparation of internal and externally mandated administrative reports.
10. Researches, compiles, analyzes and summarizes data for special projects, programs and reports. Coordinates and performs special projects and programs.

11. Coordinates and attends a variety of meetings, making arrangements and compiling meeting documents as required. Maintains a calendar of curriculum Technical Team, administrative, and related activities, coordinating with other departments and outsiders for attendance. Records and transcribes proceedings, ensuring that minutes and reports are distributed to administrative staff, the Board, and others as appropriate.
12. Maintains up-to-date records, logs, and filing systems pertaining to curriculum and curriculum development.
13. Provides instruction to faculty and staff on documentation needed for curriculum development, modification, and maintenance.
14. May participate in research and/or data gathering to support the budget development process. May process financial transactions and monitor budget expenditures.
15. Develops and recommends office procedures that assure timely information and work flow.
16. Performs other related duties as assigned.

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. the 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. Reading and adoption procedures used by governing boards.
6. 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.
7. Basic skill at facilitating small group decision-making processes.
8. Sufficient math skill to interpret statistics and perform a full range of arithmetic calculations.
9. Proper English usage, grammar, spelling, and punctuation.
10. Human relation skills to convey technical concepts to others and conduct informational presentations to small groups.

Skills and Ability to:

1. Independently perform all of the duties of the position efficiently and effectively.
2. Read, analyze, and interpret information on a course and program descriptions, technical procedures and governmental regulations.
3. Write reports, correspondence and informational materials

4. Communicate effectively both orally and in writing.
5. Describe, interpret, and prepare outlines for course content and maintain large amounts of information in electronic and manual files.
6. Plan, organize, and prioritize work in order to meet schedules and deadlines, including those of governing board.

Experience and Education:

1. Associate degree from an accredited institution.
2. Two year of experience in an admissions, counseling, financial aid, or administrative support role in education.

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: reformat

Salary Range: 100

EEO Category: 2B3 – Technical/Paraprofessional