



## Curriculum Management Specialist, Senior

Class Code	OT Status	EEO Category	Represented Status	Salary Grade	Effective Date	Status	Pages
	Non-Exempt	Clerical/Secretarial	PEU Local 1	65	12/15/22	Classified	1 of 3

**DEFINITION:**

To provide planning coordination, and technical administration for large-scale multiple course curriculum programs development, instructional student learning outcomes assessments, and instructional program review functions of a college.

**DISTINGUISHING CHARACTERISTICS:**

The Curriculum Specialist provides curriculum program planning and coordination with typically a single curriculum program. The Senior level supports two or more major programs involving multiple courses and provides other duties such as student learning outcome assessment.

**SUPERVISION RECEIVED AND EXERCISED:**

- Receives direction from a senior dean or academic vice president.
- May provide training and direction to student assistants or other assigned staff.

**EXAMPLES OF DUTIES:**

Duties may include, but are not limited to, the following:

Curriculum Duties:

Provides a wide variety of comprehensive, complex, and specialized administrative and technical duties in support of the coordination of the curriculum approval process and management of curricular information.

1. Perform administrative duties independently at the direction of the immediate supervisor within the college; manage daily activities to assure efficient operations.
2. Provide information to departments, personnel, staff, and the public by phone and in person; answer questions and resolve problems related to curriculum issues requiring specialized and extensive knowledge of the local and state curriculum inventory system; use independent judgement.
3. Serve as liaison and technical resource to the Curriculum Committee; assist in the preparation of the agenda and materials; develop and recommend timelines; update curriculum and academic programs websites; attend meetings and take minutes.
4. Compile and maintain curricular information in the student information system, local curriculum management system and the State curriculum inventory (COCI); code new courses for entry; maintain curricular changes, and act as a liaison for MIS reporting; generate reports required for local, state, and federal reporting purposes.
5. Review and edit curriculum and course outlines of record and programs as appropriate; assure compliance of District Board policies and Title 5 regulations. Plan, schedule, and facilitate the technical review process.



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Program Review Duties:

1. Create and maintain program review in eLumen. Compile, analyze, and enter program review data into Instruction Unit Program Reviews.

Student Learning Outcomes:

1. Administrative support for the Student Learning Outcomes Assessment Committee (SLOAC), assist in the preparation of the agenda and materials; develop and recommend timelines; update assessment and academic programs websites; attend meetings and take minutes. Serve as a lead functional expert for the local curriculum management system (eLumen) for student learning outcome assessment.
2. Serve as a lead functional expert for the local curriculum management system (eLumen) for program review and student learning outcome assessment. Assist with the preparation, review, distribution, and updating college on-line and hardcopy publications including the catalog and addendum.
3. Maintain currency and compliance with Title 5 and California Education Code. Reads, interprets, and develops appropriate forms and procedures to comply with requirements of the Chancellor's office; provides training and advice to faculty and staff involved.
4. Present FLEX Week, eLumen, and other curriculum training to faculty and administration. Creates training materials for eLumen and other curriculum actions. Provides technical assistance, training, guidance, and support to division representatives, division administrative assistants, and faculty in assigned areas.
5. Trains and provides work direction to classified and casual employees in the operations, policies and procedures as they relate to assigned areas. Responds to inquiries and requests for information from faculty, students, state agencies, the community, and other colleges.
6. Performs related duties as assigned.

**MINIMUM QUALIFICATIONS:**

Knowledge of:

- Pertinent federal, state, and local laws, codes, and regulations related to assigned areas. (e.g., Title 5 and Education Code regulations).
- Curriculum management systems such as: the local curriculum management system (e.g., eLumen), the State Chancellor’s Office curriculum database (COCI), the college’s course and scheduling database (Colleague) and course catalog.
- Advanced principles and best practices of assessment and curriculum management.
- General principles and objectives of an Office of Instruction.
- Administrative organizations and functions of community colleges and the State Chancellor’s Office;
- General principles and practices of supervision.
- Basic research methods and collection of statistical data.
- Principals and procedures of record keeping.
- Modern office procedures, practices and technology/equipment.



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- Information technology procedures, terminology, and operations.
- Large and complex database management systems

**Skills/ Ability to:**

- High degree of organizational skills to analyze, monitor and maintain curriculum details and ensure continuity.
- Learn and quickly assimilate District and college policies, procedures, and requirements.
- Analyze situations accurately and independently make sound decisions and take initiative in procedural matters.
- Plan, organize and complete assignments to meet deadlines with minimum supervisory direction.
- Maintain current knowledge of data management systems, administrative computing, and office automation.
- Understand and carry out verbal or written instructions in an independent manner.
- Communicate effectively, both orally and in writing.
- Coordinate and organize a wide variety of material from many different sources.
- Gather, prepare, and maintain accurate data, records, and files; evaluate complex sets of data and information; communicate results both within and outside the department.
- Prepare clear and concise technical and statistical reports.
- Function in a fast-paced environment with many interruptions.
- Assign work to, oversee, and train student assistants.
- Establish and maintain cooperative work relationships with those contacted in the performance of required duties.
- Demonstrate understanding of, sensitivity to, and respect for the diverse academic, socioeconomic, race, ethnicity, gender identity, sexual orientation, age, mental or physical disability, and religious background of all students, faculty and staff, and with individuals encountered in performance of required duties.

**EXPERIENCE AND TRAINING:**

- Five (5) years of experience performing responsible administrative and technical support duties in an instructional office, including two years of work involving independent responsibility in use of complex operating systems.

**EDUCATION/LICENSE OR CERTIFICATE:**

- Possession of a Bachelor’s degree from an accredited college or university with major coursework in education or a related field, or the equivalent equal to an Associate’s Degree in a related field and three (3) years of increasingly responsible experience providing support for curriculum development in an academic setting.