



Curriculum Management Specialist

Class Code	OT Status	EEO Category	Represented Status	Salary Grade	Effective Date	Status	Pages
	Non-Exempt	Clerical/Secretarial	PEU Local 1	63	12/15/22	Classified	1 of 3

DEFINITION:

To provide technical administration, planning and coordination, for course curriculum programs of a college curriculum development.

DISTINGUISHING CHARACTERISTICS:

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

SUPERVISION RECEIVED AND EXERCISED:

- Receives supervision 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:

1. Provides overall technical administration of day-to-day operations, problem solving, and decision making regarding the college’s curriculum development and revision approval process; implements curriculum policies and directives according to District, State and Federal guidelines.
2. Maintains a timeline of Curriculum Instruction Committee and Governing Board meeting dates, course scheduling milestones, deadlines for admissions and records, articulation, financial aid, and catalog production dates to manage the curriculum approval process through the varying deadlines and assume timely completion of curricular items. Analyzes curriculum proposal variables to determine the necessary approval channel (e.g., District Governing Board and State Chancellor’s Office) per policies and procedures; and to identify impacts on previously mentioned areas and ensure that all details are properly executed, communicated, and documented.
3. Performs technical review of course and program curriculum proposals to ensure compliance with Title 5 requirements and adherence to local, state, and transfer institution policies and procedures; advises faculty on issues associated with curriculum development; identifies faculty on issues associated with curriculum development; identifies problems and provides sound advice for timely resolutions.
4. Executes time-sensitive updates to, and maintains accuracy of, curriculum course data in “Colleague” to reflect changing curriculum details and ensure effective and accurate course scheduling, enrollment requirements, student transcripts, MIS data reporting, and other reports requested by the District and State Chancellor’s Office. Maintains thorough understanding of Colleague including the timing and effect of course data changes on scheduling, enrollment and student records.



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5. Maintains optimal functionality of curriculum management system framework. Analyzes impact of vendor system updates to existing data and current processing procedures. Devises strategies to incorporate necessary updates to workflow templates and minimal disruption to existing records.
6. Monitors status of curriculum proposals in the curriculum management system to assure timely review by departments and divisions and intervenes if necessary. Determines eligibility for, and complies details of, curriculum proposals for Curriculum Instruction Committee agenda.
7. Coordinates completion and submission of Annual Curriculum Approval Certification for State Chancellor’s Office. Completes annual prerequisite survey report for State Chancellor’s Office. Compiles curriculum data for ACCJC reporting.
8. Establishes and maintains effective working relationships with faculty, department chairs, and deans; provides faculty training on proper use of curriculum management system and the College Instruction Committee (CIC) approval process.
9. Advances curriculum objectives consistent with college’s organizational mission and goals.
10. 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.
- Principles and procedures of record keeping.
- Modern office procedures, practices and technology/equipment.
- 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.



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- 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:

- Three (3) years of experience performing responsible administrative and technical support duties in an instructional office, including one year 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.