CURRICULUM ANALYST

BASIC FUNCTION:

Performs a wide variety of responsible, complex, and technical duties for the District instructional program which includes maintaining and developing the District's curriculum management system; functioning as a leader on District-wide curriculum related projects; training and ongoing development of Curriculum Program Coordinators; implementation of curriculum policies and procedures within the District's curriculum management and student data systems; and the technical review of all curriculum proposals for compliance with all state and federal regulation.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from assigned area supervisor. May provide lead direction to temporary staff and/or student workers.

CLASS CHARACTERISTICS

This classification is responsible for independently performing duties in support of the District's instructional programs. Incumbents perform the full range of duties as assigned, working independently, and exercising judgment and initiative. Employees in the classification rely on experience and judgment to evaluate adherence to mandated requirements. Assignments are given with general guidelines. Work is typically reviewed upon completion for soundness, appropriateness, and conformity to policy and requirements.

EXAMPLES OF TYPICAL JOB FUNCTIONS

1. Manages and/or leads in the research, analysis, development, testing, and implementation of new and existing curriculum management systems; acts as a liaison between the curriculum committee and the curriculum management system vendor; coordinates system updates; maintains all curriculum management system attributes, users, permissions, and authority levels within the curriculum management system.
2. Analyzes, researches, and resolves technical problems related to curriculum and system requirements; analyzes the impact of system and software modifications and enhancements to the curriculum components of the student data and curriculum management systems; serves as a point of contact between Information Services and other departments on curriculum related issues.
3. Designs, creates, modifies, and otherwise administers system reports, forms, screens, workflows, and other elements that make up the District's curriculum management system.
4. Creates and provides instruction, training materials, and procedures for use of the District's curriculum management system in collaboration with the District Curriculum Committee.
5. Conducts gap analysis and/or needs assessment to identify issues with the District's curriculum approval process, curriculum management system, and course and program data files; designs, establishes, and recommends changes to workflows or processes; designs training and materials, as necessary.
6. In consultation with the District Curriculum Committee, develops operational plans and timelines for implementation of curriculum related legislative updates; manages a variety of projects as assigned ensuring timely and accurate delivery of projects; coordinates the scheduling and project deadlines involved in the project.
7. Provides operational support on curriculum related projects; participates in the review of curriculum

related Board Policies and Administrative Procedures.

8. Provides orientation for all new Curriculum Program Coordinators; leads ongoing training of existing coordinators on updates to systems, policies, and procedures; leads on special curriculum related projects, coordinating staff responsibilities and deadlines; holds regular staff meetings to ensure team consistency in work performed; regularly audits coordinator work to ensure consistency and quality of work; develops and maintains training/procedure manuals for staff.

9. Maintains the District's degree progress audit for all colleges, including program requirements, electives, and general education patterns and all related attributes; troubleshoots, tests, and resolves degree audit issues.

10. Monitors all curriculum related proposals and documents from submission through Board of Trustees and State Chancellor's Office approval as required; reviews all curriculum proposals for content, adherence to Title 5 regulations, and curricular integrity; ensures compliance with District policy and state curriculum regulations; verifies information and assigns appropriate local, state, and federal codes; maintains current knowledge of state regulations regarding curriculum issues.

11. Ensures integrity of data in course offerings; audits data to ensure compliance with District policies, state regulations and MIS reporting requirements; reviews and corrects information, as necessary.

12. Attends District Technical Review, Curriculum Committee, and Academic Standards meetings and records all official proceedings; prepares agendas, supporting documents, and meeting minutes.

13. Provides technical information, assistance, and training to faculty, administrative, and instructional support staff users regarding curriculum components of the curriculum management and student data systems; develops appropriate training materials.

14. Develops and implements the class schedule production calendar to ensure timeliness and accuracy; serves as a liaison between District instructional program and various departments.

15. Compiles curriculum related data and prepares ad hoc reports for stakeholders as needed; prepares and submits reports to Board of Trustees.

16. Collaborates in resolving registration, evaluation, and section input problems as well as other curriculum related issues associated with the student data system.

17. Participates in District-provided in-service training programs.

18. Performs other related duties as assigned; specific duties not listed does not exclude them for this classification if the work is similar or related.

QUALIFICATIONS

Knowledge Of:

1. College curriculum policies and procedures.
2. Curriculum management and student data systems.
3. Systems implementation, analysis, and development.
4. Rules and regulations regarding curriculum established by the State Chancellor's office, as well as relevant state MIS reporting procedures and requirements.
5. Principles and practices of data management, auditing, and reporting.
6. Problem diagnosis and resolution.
7. Training methods for technical and non-technical staff.

Ability To:

1. Plan, implement, and train staff in policies, procedures, and systems use.
2. Provide leadership, guidance, and technical support to instructional support staff.
3. Understand user needs and be able to develop both manual and technological solutions.
4. Work independently with minimal or no supervision on a variety of projects at any given time.

5. Establish and maintain effective working relationships with administrators, faculty, classified professionals, students, and the public.
6. Perform various responsible, complex, and technical support duties for the District's Instructional Program.
7. Effectively use computer systems, software applications relevant to work performed, and business equipment to perform a variety of work tasks.
8. Communicate effectively in the course of performing work tasks.
9. Establish, maintain, and foster effective working relationships with those contacted in the course of work.
10. Demonstrate clear evidence of sensitivity and understanding of the diverse academic, socio-economic, disability, and ethnic backgrounds of students, staff, and the community.
11. Provide efficient, high-level customer service to the public, vendors, contractors, and District personnel.

Education and Experience:

A bachelor's degree in business or a related field, four (4) years of increasingly responsible experience in instructional administrative support, and one (1) year of systems analysis experience; or an equivalent combination of education, training, and/or experience.

Licenses and Certifications:

None

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This classification primarily works in an office and standing in and walking between work areas is occasionally required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Employees in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 10 pounds.

The essential functions of this classification must be performed by the incumbents with or without reasonable accommodations.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset individuals in interpreting and enforcing departmental policies and procedures.