

CURRICULUM PROGRAM COORDINATOR

BASIC FUNCTION

Performs a wide variety of responsible, technical duties for the District instructional programs; maintains/verifies the District curriculum inventory; coordinates, analyzes, and ensures compliance in the publication of the college catalogs; provides technical assistance on maintaining curriculum; and participates in the review of curricula proposals for content, integrity, and adherence to Title 5.

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 District instructional programs. Incumbents regularly work on tasks which are varied and complex, requiring considerable discretion and independent judgment. 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. Modifies and maintains the District master catalog of course data files, including course codes, course effective dates and status, and related data.
2. Prepares and submits curriculum related documents as required to remain in compliance with governing bodies, including but not limited to the Annual Prerequisite Survey, Substantive Change Form, and Annual Certification.
3. Coordinates the updating and publication of college catalogs, including addenda; provides updates on curriculum for other District publications.
4. Compiles all new courses, course revisions or deletions, and certificate/degree pattern information; prepares reports for submission to administrators and other ad hoc reports as needed.
5. Ensures integrity of data in course offerings; audits input of data to ensure compliance with District policies, state regulations, and technology reporting requirements; reviews and corrects or updates information as necessary; resolves data conflict issues, as necessary.
6. Assists in resolving curriculum needs and system requirements issues; provides technical information, assistance, and training to staff on the student data systems as related to curriculum; develops appropriate training materials.
7. Coordinates and tracks District curriculum-related documents from submission through Board of Trustees and State Chancellor's Office approval as required; ensures compliance with District policy and state curriculum regulations; verifies information and assigns appropriate local, state, and federal codes; provides guidance on policy and process to faculty as needed.
8. Participates in the technical review of all curriculum proposals; reviews proposals for content, adherence to Title 5 regulations, and curricula integrity.
9. Attends District and/or college curriculum committee and District Academic Standards committee meetings; records official proceedings; prepares committee agendas, meeting minutes, and supporting documents; maintains committee websites as needed.
10. Assists in developing and implementing the class schedule production calendar to ensure timeliness and accuracy; serves as a liaison between District instructional program and various other

departments.

11. Participates in District-provided in-service training programs.
12. Performs other 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. Methods and techniques of coordinating the development and publication of college class schedules and course catalogs.
2. Methods and techniques of auditing and editing detailed information for accuracy and consistency.
3. Rules and regulations from the Chancellor's Office with respect to the development and publication of class schedules and course catalogs.
4. Curriculum development and instruction best practices.
5. Principles and practices of data collection and report preparation.
6. Business and administrative practices.
7. Methods and techniques of generating system reports.
8. Business mathematics.
9. Data quality control and auditing methods and standards.
10. Reporting and technology requirements for curricula development.
11. Applicable federal, state, and local laws, rules, regulations, ordinances, and policies and procedures relevant to assigned area of responsibility.
12. Record keeping principles and procedures.

Ability to:

1. Provide specialized support to the District's curriculum committees including program and documentation review.
2. Coordinate meetings and review sessions for faculty, classified professionals, and administrators.
3. Audit and make corrections to publications to ensure compliance with mandated requirements.
4. Conduct research and analysis on attendance reporting and course mapping.
5. Maintain a variety of files and records.
6. Maintain assigned databases.
7. Interpret, apply, explain, and ensure compliance with applicable federal, state, and local laws, rules, regulations, ordinances, and District policies and procedures relevant to assigned area of responsibility.
8. Conduct research and analyze, interpret, summarize, and present technical information and data in an effective manner.
9. Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
10. Independently organize work, set priorities, meet critical deadlines, and follow up on assignments.
11. Exercise independent judgment within general policy and procedural guidelines.
12. Effectively use computer systems, software applications relevant to work performed, and business equipment to perform a variety of work tasks.
13. Communicate effectively in the course of performing work tasks.
14. Establish, maintain, and foster effective working relationships with those contacted in the course of work.
15. Demonstrate clear evidence of sensitivity and understanding of the diverse academic, socio-economic, disability, and ethnic backgrounds of students, staff, and the community.
16. Provide efficient, high-level customer service to the public, vendors, contractors, and District personnel.

Education and Experience:

An associate's degree and four (4) years of increasingly responsible experience in instructional administrative support; 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 25 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.
