

## NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT JOB DESCRIPTION

Job Title:	Curriculum Specialist	Range: 40	Classified Schedule
Date Revised:		Date Approved:	April 9, 2019

### PRIMARY PURPOSE

This position is responsible for providing 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.

### ESSENTIAL FUNCTIONS

*Examples of essential functions are interpreted as being descriptive and not restrictive in nature.*

1.	Perform advanced administrative duties independently at the direction of the immediate supervisor within a college or District; manage daily activities to assure efficient operations; 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.
2.	Compile and maintain curricular information in the student information system, local curriculum management system and the State curriculum inventory; 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.
3.	Serve as a non-voting member on assigned curriculum and instruction committees; act as a resource to monitor course and program curricula throughout the approval process and contribute to assuring compliance according to legal guidelines; review proposals for completeness, formatting, spelling and grammar.
4.	Advise faculty and staff on curriculum policies and procedures developed and approved by the campus curriculum committee; assist with the completion of proposals; prepare and distribute campus calendars related to curriculum, board agenda items, curriculum committee agendas, minutes and other documents related to the curriculum approval process.
5.	Coordinate the curriculum approval process from the course/program proposal level through local and state approval, including tracking completion of changes (new and revised) according to legal guidelines and established timelines.
6.	Provide support to the college Curriculum Committee; attend meetings; document and record proceedings; act as a resource; manage curriculum committee webpages; post minutes, agendas, and curriculum materials.
7.	Collaborate with faculty to resolve problems while monitoring, advising, reviewing, and validating curriculum proposals to aide in assuring compliance and technical accuracy with a variety of applicable laws, rules, regulations, and restrictions, including Title 5, California Education Code, District policies and regulations, and curriculum and program development as established by the California Community Colleges Chancellor's Office.
8.	Act as a resource and provide information, interpretation, and technical support to the Vice President of Instruction, Curriculum Chair, Faculty Senate President, Deans, Faculty, and staff in all matters pertaining to curriculum processing; train authorized faculty on course curriculum entry; assist in creating, updating, and tracking approval of course outlines.

<b>NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT JOB DESCRIPTION</b>
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9.	Attend California Community College Chancellor's Office and State Academic Senate regional workshops, curriculum institutes, and webinars to maintain currency and compliance with Title 5 and California Education Code.
10.	Monitor legal advisories from the California Community Colleges Chancellor's Office and actions taken by the State Board of Governors.
11.	Provide general interpretation of applicable laws, rules, regulations, restrictions, and policies of the California Community Colleges Chancellor's Office and provide analysis of potential impact on curriculum and programs.
12.	Serve as a lead functional expert for the student information system and the local curriculum management system; maintain and update user documentation procedures; ensure the information is posted to all relevant college websites.
13.	Train and provide work direction and guidance to others as directed.
14.	Learn and apply emerging technologies and advances as necessary to perform duties in an efficient, organized, and timely manner.
15.	Sensitivity to and understanding of the disabilities and diverse academic, socioeconomic, cultural, and ethnic backgrounds of students, faculty, and staff.
16.	Perform related duties as assigned.

**OTHER FUNCTIONS**

**WORKING RELATIONSHIPS**

The Curriculum Specialist works directly with the campus curriculum committee and District curriculum staff and maintains frequent contact with college administrators, faculty, staff, and students.

**EDUCATION AND EXPERIENCE**

**Minimum Required Qualifications**

High school diploma or GED, supplemented by college courses.

Minimum four (4) years administrative experience.

Demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender, gender identity, sexual orientation, and ethnic backgrounds of community college students, faculty and staff.

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## **KNOWLEDGE, SKILLS, AND ABILITIES**

Knowledge of local and state organization, policies, procedures and rules related to California Community College curriculum

Knowledge of state, district, and department processes and procedures for the development, review, and adoption of courses and instructional programs

Knowledge of the procedures and methods required for approval of curriculum and curriculum tracking in a community college environment

Knowledge of and experience utilizing local and state curriculum inventory and management system(s)

Knowledge of curriculum coding and MIS data reporting related to curriculum (i.e. TOP, SOC, SAM)

Knowledge of applicable sections of State Education Code and other applicable laws

Knowledge of local and State laws applicable to assigned programs

Knowledge of organization, policies, and rules of assigned department or program

Knowledge of modern office practices, procedures and equipment

Knowledge of record-keeping techniques

Knowledge of research methods and data analysis techniques

Knowledge of correct English usage, grammar, spelling, punctuation, and vocabulary

Knowledge of various computer software applications

Ability to work collaboratively with deans, faculty, and staff to maintain and complete course catalogue entry efficiently and with accuracy

Ability to provide information and guidance to staff on catalogue processes and procedures.

Ability to interpret, apply and explain rules, regulations, policies and procedures

Ability to make arithmetic calculations quickly and accurately

Ability to compile, organize and coordinate data from a variety of sources

Ability to operate a variety of office equipment such as calculator, computer, copier, etc.

Ability to analyze situations accurately and adopt an effective course of action

Ability to plan, organize and prioritize work

Ability to work independently with little direction

Ability to complete work efficiently with many interruptions

Ability to work confidentially with discretion

Ability to meet schedules and time lines

Ability to understand and follow oral and written directions

Ability to communicate effectively, both orally and in writing

Ability to understand scope of authority in making independent decisions

Ability to establish and maintain effective working relationships with others

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## **SPECIAL REQUIREMENTS**

A valid California driver's license

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## **WORKING CONDITIONS**

College or District business office environment; subject to sitting for long periods at a time (up to 2-3 hours). Repetitive use of upper extremities including hand coordination activities.

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