



CURRICULUM COORDINATOR

SALARY GRADE: [C1-55](#)

Under the direction of an assigned supervisor, take primary responsibility for a major function within the department such as catalog and/or curriculum. Types of services provided include management and handling of data and information required for publication of catalogs and class schedules, as well provisions of real time status of catalog activities. Implement and oversee complex data management processes; develop and analyze data and perform research and special projects for assigned area; assist managers and faculty with various reports, data and analysis related to assigned activities.

EXAMPLE OF DUTIES AND RESPONSIBILITIES:

Depending upon assignment, duties may include, but are not limited to, the following:

1. Develop, update, maintain, and manage academic/instructional functions, such as the course information for the schedule, catalog, and/or curriculum. Participate in development and implementation of new systems designed to support functions.
2. Oversee and coordinate the management of data, data input, information, and materials in academic/instructional services area ensuring accuracy. Monitor data for accuracy and compliance with state and college regulations, course coding and registration rules. Pursue resolutions to any identified problems.
3. Provide technical assistance, guidance, and support to division representatives, division administrative assistants, and faculty. Train faculty and/or division staff, division deans, and others.
4. Prepare, update, maintain, and manage materials and information required to support activities. Maintain effective communication with appropriate members of the college community regarding activities.
5. Direct the use and maintenance of a computerized curriculum/course management system designed to support academic/instructional functions.
6. Perform complex research assignments, providing reports as appropriate; utilize spreadsheets and specialized software to provide graphs, charts, and tables, as needed; provide analysis and interpret results. Independently perform complex analysis and reporting with considerable accountability.
7. Respond to inquiries and requests for information from faculty, students, state agencies, the community, and other colleges.
8. Work closely with college ETS department to create and/or run reports from data management systems. Establish appropriate parameters for reports and provide detailed reports to management, faculty and/or staff.
9. Serve as a lead and resource to others for data, research, special projects, catalog and other information.
10. Serve on related committees as assigned. Advise, consult, communicate and assist committees with weekly agendas, minutes and materials packets.
11. Participate in marketing the college and developing marketing materials.
12. Train and provide work direction to classified and casual employees in the operations, policies and procedures as they relate to the Curriculum Office.
13. Perform related duties as assigned.

EMPLOYMENT STANDARDS:

Knowledge of:

1. Organization rules, statistical processes, and procedures specific to academic/instructional areas.
2. Data management systems and desktop interface as well as word processing applications and other applications used for report presentations such as Excel and PowerPoint.
3. Applicable sections of State Education Code and other applicable laws.
4. District and college organization, operations, policies and objectives.
5. Interpersonal skills using tact, patience and courtesy.
6. Principles of training and providing work direction to others.

Ability to:

1. Demonstrate understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff.
2. Evaluate complex sets of data and information, coordinate implementation of results and communicate results with individuals within and without the department.
3. Perform complex analysis and reporting typically with College-wide or District-wide reports.
4. Communicate effectively both orally and in writing including development of training materials and public presentations.
5. Work independently with little or no direction.
6. Interpret, apply and explain rules, regulations, policies and procedures.
7. Plan and organize work; developing an following complex schedules and timelines
8. Establish and maintain cooperative and effective working relationships with others.
9. Maintain current knowledge of data management systems, administrative computing and office automation.

Education and Experience

Any combination equivalent to:

1. Bachelor's degree in a related field.
2. Two (2) years experience in a related environment including experience in program development and implementation.

WORKING CONDITIONS:

Environment:

1. Office environment.
2. Constant interruptions.

Physical Abilities:

1. Hearing and speaking to exchange information in person and on the telephone as well as making presentations.
2. Dexterity of hands and fingers to operate a computer keyboard.
3. Vision to read various materials.
4. Standing for extended periods of time.
5. Bending at the waist, kneeling or crouching.
6. Lifting, carrying, pushing or pulling objects up to 20 lbs.

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