

CURRICULUM PROCESS SPECIALIST

DEFINITION

Under direction, coordinates and performs complex technical administrative work pertaining to curriculum development, (technical review, approval, processing), publication and data management (internally and in statewide data management systems); researches, gathers, processes and maintains highly complex information related to compliance and reporting both for state purposes and for accreditation; answers questions from faculty, management, and other staff regarding curriculum and data reporting issues; provides staff support and direction for the Curriculum Committee; may provide advanced secretarial support to a senior or executive manager; and performs related work as assigned.

DISTINGUISHING CHARACTERISTICS

This is a single position, specialized technical administrative class within the Yosemite Community College District (YCCD). The incumbent has specialized and complex administrative responsibilities that require advanced technical knowledge of curriculum processes and data management and organization in order to make decisions and complete assignments. The incumbent also provides advanced operational and/or administrative support within the area of assignment, and may provide secretarial support for a senior or executive manager as an ancillary duty.

SUPERVISION RECEIVED AND EXERCISED

The incumbent in this class works under the direction of an executive manager, receiving occasional supervision while working toward a definite objective that requires understanding and use of a wide range of procedures, data management systems (both internal and external), and compliance regulations. The incumbent plans and/or determines specific procedures or technology required to meet assigned objectives and solve non-routine problems, referring only unusual matters to the supervisor.

An incumbent in this class does not directly supervise other full-time employees, but may serve as a lead worker by assigning, directing and/or monitoring the work of subordinate full-time employees on a regular basis.

ESSENTIAL DUTIES

- Coordinates and performs difficult technical administrative work related to curriculum development, approval, processing, publication and data management.
- Coordinates and performs complex review processes to update the content of the annual college catalog; indexes and gathers needed information for accreditation and compliance purposes; performs technical writing to update catalog information regarding college policies,

courses, programs, degrees/certificates, and other general information; coordinates the review and approval process with all involved parties.

- Works with IT and/or web developer to ensure that electronic catalog is operational and accurate.
- Provides staff support and coordination for the college Curriculum Committee; translates Committee decisions into appropriate actions (locally and at the state level); prepares Committee meeting agendas and minutes; researches information and prepares staff reports as requested.
- Receives curriculum submissions from instructors and staff; evaluates submissions for technical compliance; translates technical curriculum information into the computerized data management system using required syntax and parameters; identifies ambiguities and works with faculty and staff to resolve problems.
- Maintains and updates curriculum information in the data management system, such as course outlines, class schedules, the college catalog, award programs/courses, course requisites, degree requirements, and other data.
- Ensures that curriculum processes comply with legal mandates.
- Troubleshoots and responds to curriculum problems identified in the catalog, schedule, curriculum records and/or data systems; advises stakeholders of the impacts and makes recommendations for solutions.
- Serves as a technical resource to others regarding curriculum information issues; assists other administrative staff with questions regarding computer curriculum modules; explains and interprets District policies, regulations and operational procedures; provides training to faculty and staff regarding curriculum-related processes.
- Performs complex research on internal and external data, methods, mechanisms and processes; performs advanced technical data analyses and comparisons; monitors and reviews legislation; compiles, prepares and presents summaries to management for evaluation.
- Develops and runs complex computerized queries; tabulates and summarizes data; identifies trends and concerns; prepares summary reports.
- Organizes, plans and develops work accomplishment time lines.
- Enters, maintains, tracks, evaluates and presents complex data maintained in manual and/or automated systems (both locally and at the state level).
- Establishes and maintains complex file and record systems, including those for confidential and sensitive materials.
- Independently responds to complex inquiries and correspondence; prepares information and data requested for administrative review; prepares reports, files, correspondence, contracts and other documents; may develop and prepare visual presentations, flyers, and graphic materials; may attend meetings and take minutes; may update web pages.
- Performs other related duties as assigned.

TYPICAL WORKING CONDITIONS

- Work is generally performed in a standard office environment.

MINIMUM QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The knowledge and ability requirements are representative of essential duties. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the position.

Knowledge of:

- Modern office practices, methods, and procedures pertaining to curriculum development, publication and data management (including high-level data management skills).
- Legal mandates, policies, regulations and procedures pertaining to college curriculum functions.
- Accreditation requirements with regard to programs and curriculum in a variety of instructional modalities for compliance and reporting purposes.
- Advanced English usage, spelling, grammar, punctuation, and arithmetic concepts.
- Technical methods of research, data compilation and reporting.
- How to take appropriate notes and minutes at meetings.
- Advanced techniques and strategies of administrative organization and project planning.
- Standard office technology and equipment, including computers.
- Operational procedures, policies, rules, and regulations specific to the assignment locally, state-wide, and federally.

Ability to:

- Perform complex and technical administrative work pertaining to college curriculum processes with accuracy and attention to detail.
- Prepare clear and concise reports.
- Accurately interpret legal mandates, District policies, Accreditation Standards, rules, and regulations, and apply them to a variety of operational procedures.
- Effectively and efficiently operate a personal computer and required data management systems aligned with the position.
- Communicate effectively, both orally and in writing.
- Establish and maintain effective working relationships with internal and external contacts in the line of work.

Licenses and Certificates:

- Depending upon assignment, a valid license to drive in California may be required.

Physical and Mental Standards:

- **Mobility:** ability to sit for long periods, move about an office, stand occasionally, reach above and below desk level.
- **Dexterity:** fine manipulation sufficient to operate a computer keyboard, handle individual papers, write and take notes.

- **Lifting:** frequent lifting of papers, files, equipment and material weighing up to 10 pounds.
- **Visual Requirements:** close vision sufficient to read files, documents, and computer screens and do close-up work; ability to adjust focus frequently.
- **Hearing/Talking:** ability to hear normal speech, speak and hear on the telephone, and speak in person.
- **Emotional/Psychological Factors:** ability to make decisions and concentrate; frequent contact with others including some public contact; frequent deadlines and time-limited assignments;

Education and Experience:

Any combination of education, experience and/or training that would likely provide the above-required knowledge, skills and abilities is qualifying. Typical background patterns that would provide the knowledge, skills and abilities are:

- Education: Possession of an associate's degree from an accredited college or university, with major course work in business administration or a closely related field.
- Experience: Four years of increasingly responsible administrative support experience, including two years performing technical administrative work involving curriculum development, publication, and data management (for internal and external reporting purposes) in an academic setting.

Special Requirements:

- None

*Class Adopted: 03/01/09
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