

CURRICULUM ANALYST

DEFINITION

Under limited direction, performs highly complex technical administrative work related to curriculum development, review, compliance, and processes on a college campus. Engages in complex technical analysis related to compliance of existing curriculum processes, the impact of legislative mandates on curriculum, and accreditation standards for the college; maintains a high level of knowledge of articulation processes and regulations, data management, and auditing processes providing research, analysis, and support to Curriculum Committee; prepares and analyzes a variety of complex reports to support the work; provides administrative and technical support to the Office of Instruction; may serve as a lead worker for subordinate curriculum staff; and performs related work as assigned.

DISTINGUISHING CHARACTERISTICS

This classification is in the curriculum support series with the Yosemite Community College District (YCCC). Incumbent's coordinate, facilitate, and analyze complex curriculum development, work groups, and approval and auditing processes and assists in the coordination of curriculum across a college campus; incumbents possess a high level of complex, advanced technical knowledge of curriculum processes; knowledge and understanding of regulations, laws, and policies with the ability to analyze and synthesize information to make decisions. Incumbents are expected to act independently within the framework of established department policies, procedures, and objectives. provide lead-level direction to department curriculum support staff and provide process and technical guidance to faculty, administrators, and staff within their own college.

This class may be distinguished from the lower-level class of Process Curriculum Specialist because incumbents in the Curriculum Analyst class performs more complex and confidential duties in support of the Office of Instruction and the college as a whole. Incumbents may provide lead-level direction to department curriculum support staff.

SUPERVISION RECEIVED AND EXERCISED

The incumbent in this class works under the direction of Vice President of Instruction, 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

leads in the planning, development, and implementation of policies, regulations, guidelines, timelines, and procedures pertaining to curriculum and related legislative mandates. Coordinates curriculum training programs and projects; serves as a resource to college and district staff on curriculum matters, instructional development, and program review; supports the functions and activities of the college's curriculum and directs the implementation of curriculum-related legislation; and performs other related functions as directed.

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, part-time, or student employees on a regular basis.

ESSENTIAL DUTIES

- Evaluates new and modified curriculum proposals to ensure federal, state and College guidelines are met; oversees the status tracking of curriculum proposals throughout the approval process and resolves escalated issues; prepares submissions reporting curriculum activity including courses and certificate/degree programs; submits approved courses and programs to the Chancellor's Office and accrediting commissions and responds to requests for additional information; notifies departments of approval results.
- Confer with and advise executive management, discipline faculty, curriculum chair, articulation officer, division deans, and Admissions and Records to plan curriculum activities, and strategize implementation of curriculum-related legislation, educational code changes, and other statewide initiatives
- Collaborates with the Curriculum Committee Chair with coordination of course review and course outlines of record for regular annual review; tracks completion of review processes and updates information in the course curriculum database; summarizes changes in curriculum approved by the Curriculum Committee and may submit recommended changes to the Board of Trustees for final approval.
- Coordinates the development of curriculum process timelines for the college campus; provides information and assistance to faculty, staff and administrators regarding timelines, policies and procedures related to curriculum development including the California Community College System Office requirements for course and certificate/degree development, course outline reviews, prerequisite validation, course repeatability, unit value and cross listing; researches requirements and supplemental information as needed.
- Provides support to the Curriculum Committee and associated work groups; synthesizes and provides analysis for new legislation and regulations; provides research for and input on agendas for committee meetings; attends meetings; assists with accurate transcription of meeting minutes to ensure they are posted in accordance with applicable regulations/policies; initiates and tracks follow-up to committee recommendations; prepares curricular actions and reports for consideration by the Board of Trustees.
- Reviews and updates curriculum information in the computerized data management system, such as course outlines, the college catalog, award programs/courses, course requisites, degree requirements, and other data and 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.
- Provides information, instruction and training on work processes, coding, tracking, reporting and technical procedures to Executive Secretaries, Sr. Administrative Secretaries, Administrative Secretaries, and Curriculum Process Specialists; develops and implements changes in processes, procedures and coding; provides group and one-on-one training opportunities.
- Serves as a technical resource and provides technical training, support and assistance to deans and faculty regarding the preparation of curriculum documents; explains requirements and assists with research, development and submission of documents for new degree programs and certificates of achievement; ensures courses and programs are compliant prior to submission.
- Coordinates and project-manages complex review processes across campus to update and publish the content of the annual college catalog (courses, programs, degrees/certificates, district policies,

and other information); assists multiple departments including Articulation Officer, directors, and constituent groups in policy review process

- Directs production of catalog to meet multiple timelines: Curriculum Committee calendar, Articulation, CCC Chancellor's Office, Counseling, Outreach, Admissions & Records, Financial Aid; district IT and/or web developer.
- Works with the Accreditation Liaison Officer (ALO) to manage and maintain documents and materials for ACCJC submissions;
- Serves as an advanced expert for curriculum management software programs; tests and reviews systems upgrades; liaises with software vendor to report test, troubleshoot, and resolve software issues; transfers and reconciles data between software programs; uploads data to the State Chancellor's Office, the California Community College System Office, accrediting bodies and other organizations as needed; sets up user permissions in various databases.
- Performs complex research and analysis 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; conducts analysis and summarizes data; identifies trends and concerns; prepares summary reports.
- Organizes, plans and develops work accomplishment time lines; creates agendas, takes minutes and posts to documents to shared committee files;
- Enters, maintains, tracks, evaluates and presents complex data maintained in manual and/or automated systems.
- 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.
- Provides support to the Curriculum Committee and associated work groups; researches, prepares and distribute agendas for committee meetings; attends meetings; ensures minutes are accurately transcribed and posted in accordance with applicable regulations/policies; initiate and track follow-up to committee recommendations; prepare curricular actions and reports for consideration by the Board of Trustees.
- Analyzes problems, evaluates alternatives and recommend or adopt effective courses of action in accordance with established policies and procedures.
- Performs other related duties as assigned.

MINIMUM QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The Education/Experience, 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.

Education and Experience:

- **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 three years of progressively responsible administrative support in curriculum development, publication, and data management (for internal and external reporting purposes) in an academic setting.

Knowledge of:

- Modern office practices, methods, and procedures pertaining to curriculum development, publication and data management (including high-level data management skills).
- Advanced knowledge of educational support technology.
- Advanced knowledge of legal mandates, policies, regulations and procedures pertaining to college curriculum functions at the local, state, and federal level.
- Accreditation requirements with regard to programs and curriculum in a variety of instructional modalities for compliance and reporting purposes.
- College curriculum/course management software programs and system processing procedures, codes and data elements used to build and maintain course outlines of records
- State and District processes and procedures for the development, review and adoption of courses and instructional programs.
- Advanced English usage, spelling, grammar, punctuation, and arithmetic concepts.
- Technical methods of research, data compilation, analysis, and reporting.
- How to take appropriate notes and minutes at meetings.
- Provisions of the Brown Act and the Public Records Act.
- 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.
- Analyze, interpret, and explain highly complex curricula rules, regulations, standards and policies.
- Accurately enter and reconcile large volumes of highly detailed data; compile, utilize and integrate curriculum information provided by deans, faculty and others.
- Proofread highly detailed course information online and in paper format and identify errors, conflicts, omissions and other problems quickly and with a high degree of accuracy.
- Effectively and efficiently operate a personal computer and use standard business software.
- Communicate effectively, both orally and in writing.

- Effectively engage and support historically minoritized groups by addressing issues of equity and improving culturally responsive service-oriented practices.
- Exercise tact and diplomacy in dealing with sensitive, complex and confidential issues and situations.
- Establish and maintain effective working relationships with those contacted in the course of the 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;

Special Requirements:

- None

TYPICAL WORKING CONDITIONS

- Work is generally performed in a standard office environment.

Class Adopted: 2025

Class Amended: