



TITLE	CLASSIFICATION	SALARY GRADE
CURRICULUM TECHNICIAN	CLASSIFIED	GRADE: M
BOARD POLICY REFERENCE:		2014/15 Classification Review

JOB DESCRIPTION:

Under supervision, performs a wide variety of specialized clerical and technical tasks in support of the Curriculum Office (programs of study and courses); assists with the editing of schedules and college catalog; assists with development and maintenance of master course file with the Scheduling Office; provides training to departments and staff in the use of curriculum management database program; coordinates and enters certificates and majors information onto the District website; prepares and submits reports to the Chancellor's Office, Curriculum Review Committee and Board of Trustees; may serve as lead worker for other classified staff within the specialized area of curriculum; and performs related work as required.

SCOPE:

The Curriculum Technician loads course and schedule information into a local and State databases using the curriculum management database program and reconciles details between curriculum program and State database; provides training to appropriate staff in the use of the program; and serves as a technical resource to department chairs, deans and other staff on matters related to curriculum.

KEY DUTIES AND RESPONSIBILITIES:

Examples of key duties are interpreted as being descriptive and not restrictive in nature. Incumbents routinely perform approximately 80% of the duties below.

1. Provides training to staff in the use of the curriculum management database program; troubleshoots and resolves issues with the Student Information System, department's course and programs of study submissions, and issues regarding student enrollment related to Admissions and Records.
2. Audits and makes changes and corrections to the database, including editing and coding changes,
3. Assists in the preparation of accurate class schedule and catalog by proof reading and fixing problems in the database.
4. Maintains tracking systems for curriculum course and program of study proposals; prepares annual calendar for curriculum review process.
5. Serves as a technical resource to program users; answers questions regarding curriculum matters and on-line curriculum program usage; provides individual curriculum training.
6. Tracks progress of certificates and majors and enters newly approved and revised certificates and majors into the database to appear on the District website.
7. Maintains Programs of Study list, Distance Education list, and other SRJC inventories of course, certificates and majors.
8. Prepares agendas and attends Curriculum Review Committee meetings in a support capacity.
9. Develops and maintains complex spreadsheets and databases in the area of curriculum.

KEY DUTIES AND RESPONSIBILITIES (Continued):

10. Prepares and submits course proposals, course revisions, new programs of study, and programs of study revisions directly to the California Community Colleges Chancellor's Office Course Electronic Inventory System for approval; serves as a liaison with the Chancellor's Office on curriculum issues.
11. Performs a variety of clerical duties.
12. May supervise and organize the work of student employees in the area of curriculum.

EMPLOYMENT STANDARDS

ABILITY TO:

Operate, maintain, and enter data into a computer database; work independently; edit text for grammar and format; perform complex and detailed clerical and administrative work; complete projects within established time frames and under strict deadlines; keyboard with accuracy ; analyze situations and take appropriate action; communicate effectively in English; plan and present training and/or give presentations to individuals and groups; follow and give oral and written directions; develop and maintain statistical records; interpret and apply District policies and procedures and various State regulations, polices and procedures; maintain cooperative working relationships; demonstrate sensitivity to, and respect for, a diverse population.

KNOWLEDGE OF:

Modern office methods and practices including filing, proofreading, formatting, report writing and basic bookkeeping; proper English usage, spelling, vocabulary, and grammar; college curriculum development; standard office productivity software and other standard office equipment; proper reception and telephone etiquette.

MINIMUM QUALIFICATIONS:

Candidates/incumbents must meet the minimum qualifications as detailed below, or file for equivalency. Equivalency decisions are made on the basis of a combination of education and experience that would likely provide the required knowledge and abilities. If requesting consideration on the basis of equivalency, an Equivalency Application is required at the time of interest in a position (equivalency decisions are made by Human Resources, in coordination with the department where the vacancy exists, if needed.)

Education:

Associate's Degree.

Experience:

Increasingly responsible administrative or related support experience. Previous related work in an educational setting preferred.