

**TITLE: Curriculum Specialist**

**CLASSIFICATION: Classified**

**SALARY GRADE: C11**

**SCOPE OF POSITION:**

Under general direction, provides oversight of educational program development functions, courses, curriculum, and catalog to meet District and student needs and enhance educational effectiveness. Provides District-wide support for instructional programs, including ensuring compliance with Education Codes, Title 5, and California Community Colleges Chancellor's Office (CCCCO) regulations. Assists with the interpretation and implementation of Board policies, procedures, and Academic Senate direction.

**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 District-wide consultation and technical expertise to staff and faculty regarding legal or regulatory compliance, curriculum, and accreditation. Responds to inquiries and provides information concerning District programs, curriculum, laws, regulations, policies, and procedures.
2. Provides District-wide training to administrators, faculty, and staff related to regulatory compliance and curriculum.
3. Develops, maintains, and supports curriculum database systems, reports, and records. Facilitates the collection, management, manipulation, reporting, and distribution of data used for catalog and schedule production.
4. Reviews course records for accuracy and completeness.
5. Processes and tracks courses and programs of study through curriculum approval and modification process.
6. Inputs, imports, and updates curriculum information in database systems, including course and program additions, modifications, and deletions.
7. Provides technical assistance to system users. Provides training to staff on the maintenance of curriculum support, coding, and other related computer systems and programs. Responds to inquiries and provides information concerning requirements and procedures.
8. Verifies and ensures the accuracy of data, information, and requirements for curriculum systems, schedule of classes, and catalogs. Performs queries and generates computerized reports and documents as required.
9. Prepares and assembles reports, informational materials, and other administrative assignments.

**KNOWLEDGE OF:**

1. College curriculum development.
2. Modern office methods and practices including filing, proofreading, formatting, report writing, and basic bookkeeping.
3. Basic web accessibility tools and document remediation.
4. Relevant local, state, and federal rules and regulations, programs, policies and procedures.
5. Applicable technology usage, including standard office productivity software and other appropriate technology.

## **TITLE: Curriculum Specialist**

### **ABILITY TO:**

1. Maintain data in a computer database.
2. Edit text for grammar and format.
3. Plan and present training to individuals and groups.
4. Develop and maintain statistical records.
5. Interpret, apply, and explain legal mandates, policies, regulations, and guidelines.
6. Collaborate productively and cooperatively with individuals and groups both internally and/or externally.
7. Communicate effectively, both orally and in writing.
8. Exercise appropriate judgement in interactions with others and with work processes.
9. Interact with the public in a helpful, courteous, and professional manner.
10. Demonstrate sensitivity to, and respect for, a diverse population.

### **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 the supervising administrators, in coordination with the department where the vacancy exists, if needed.)*

### **EDUCATION:**

Bachelor's degree required.

### **EXPERIENCE:**

2+ years of related experience providing instructional support in an administrative office required.

### **SANTA ROSA JUNIOR COLLEGE COMMITMENT:**

*All classifications require a commitment to the District's Vision, Mission, Values, Goals and Objectives as articulated in the [Strategic Plan](#).*