



November 2016
FLSA: NON-EXEMPT

CURRICULUM ANALYST

DEFINITION

Under direction of the assigned administrator, perform a variety of specialized work related to the operations and functions of the District's curriculum services; coordinate and maintain curriculum database; maintain and operate computer programs related to District curriculum files and catalog base programs; serve as technical resource to faculty and administrators in preparation of curriculum proposals to assure compliance with State and local rules, regulations and policies; performs special projects and research, and oversees the process for compiling the schedule of classes and college catalog.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the assigned administrator. Exercises no supervision of staff.

CLASS CHARACTERISTICS

This classification maintains the District's curriculum files ensuring compliance with State and local rules, regulations and policies and ensures a accurate schedule of classes. Performance of the work requires the use of considerable independence, initiative, and discretion within established guidelines.

EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Coordinate the District's curriculum process. Maintain the accuracy and integrity of the district curriculum records for instructional programs and courses including all Course Outlines of Record.
- Interpret, explain, and disseminate Title V regulations to divisions, administrators, faculty, and staff as they pertain to curriculum.
- Serve as liaison and technical resources to the curriculum committee and faculty; assist in the preparation of the agenda and materials; develop and recommend timelines; and attend meetings and take minutes.
- Review and edit curriculum documents to assure compliance with District Board Policies and Title V regulations.
- Coordinate the training of faculty and staff in the use of the curriculum management system.
- Serve as liaison to the Chancellor's Office and maintain the district's curriculum inventory at the Chancellor's Office.
- Provide on-going technical assistance and training to division coordinators, deans and other staff regarding section entering and schedule development.
- Coordinate the production of the college catalog and schedule of classes which includes auditing and verifying the work of staff related to schedule input, proofreading and developing timelines for schedule preparation.

- Composes, types, and edits college catalog/schedule for correct information and content using desktop publishing software.
- Performs various data entry relative to courses and teaching assignments.
- Consults with college division chairpersons regarding class scheduling and classroom booking.
- Utilizes desktop publishing software to prepare schedules and catalogs and maintains required files in order to ensure the accuracy of those publications.
- Proofreads materials that are to be published in schedules and catalogs.
- Performs general office functions including typing, filing, and answering telephones; assists the front office of the Academic Affairs department as needed.
- Operates standard office equipment, including job-related computer hardware and software applications, facsimile equipment, and multi-line telephones.
- Researches and learns new software applications.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Procedures of curriculum development, guidelines which must be followed to conform with state regulations and district policies and procedures.
- Course scheduling procedures.
- Record keeping principles and procedures.
- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Modern office practices and technology, including personal computer hardware and software applications related to the work, such as Excel, Word, MS Publisher, Power Point, Abode PageMaker, MS Photo Editor and MS Schedule.
- Interpersonal skills using tact, patience and courtesy.
- Oral and written communication skills.
- Correct English usage, spelling, vocabulary, grammar, and punctuation.

Ability to:

- Interpret, organize and present complex curriculum proposals.
- Maintain academic calendar and room book.
- Maintain and update extensive records and files
- Recommend operational procedures and policies
- Read, interpret, apply, and explain rules, regulations, policies, and procedures.
- Operate modern office equipment including computer equipment and specialized software applications programs.
- Organize own work, set priorities, and meet critical time deadlines.
- Coordinate, cross-reference, and resolve room scheduling conflicts.
- Understand and follow oral and written instructions.
- Demonstrate flexibility and respond to changing requirements and job assignments.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to graduation from an accredited two-year college with major coursework in liberal arts or a related field, and three (3) years of increasingly responsible experience with curriculum related matters such as scheduling and catalog development at the college level.

Licenses and Certifications:

None.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds.

ENVIRONMENTAL ELEMENTS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.