



Position: Curriculum & Scheduling Specialist	Position Number:
Department/Site: Academic Affairs	FLSA: Non-Exempt – (Classified CSEA)
Reports to: Director, dean, or other administrator in assigned area	Salary Range: 28

DESCRIPTION:

Under the direction of instructional administrator, coordinate with administrators the implementation, maintenance, and evaluation of curriculum, scheduling, and instructional publications and databases including: class schedules, the college catalog, the college’s databases of record, and related accreditation documents. Coordinates and maintains curriculum and scheduling databases; maintains and operates computer programs related to official course outlines, curriculum files, and catalog database programs; serves as technical resource to faculty and administration in preparation of curriculum and scheduling proposals, and assures compliance with state and local rules, regulations, and policies; plans and coordinates the development and publishing of the college catalog and class schedules; prepares and updates curriculum planning processes and procedures.

DISTINGUISHING CHARACTERISTICS:

This position performs a variety of technical and specialized work related to the operations and functions of the District’s curriculum and class scheduling services. While the incumbent may be assigned to work primarily in scheduling or primarily in curriculum at any particular time, he or she should be able to understand and perform the breadth of assignments that exist in this office; to work cooperatively with academic and classified managers, and with the curriculum committee of the Academic Senate and other related college committees, and may serve as a liaison to the State Chancellor’s Office for curriculum-related matters.

REPRESENTATIVE DUTIES:

Provide technical support in the creation and maintenance of the curriculum program and class schedule in the administrative computing system; review course outlines for accurate time allocations; review programs and assign appropriate coding to meet state Title 5 requirements; create, maintain and update experimental courses.

Create and maintain courses in the administrative information database of record and distribute to instructional areas for creation of courses; input and maintain general education coding for transcripts, catalogue and state reporting. Coordinate with administrators the development, implementation and evaluation of course schedules, and discipline brochures; plan, organize, schedule and oversee various production-related activities.

Assist in coordination of curriculum and scheduling approval process; maintain all official outlines in electronic and hardcopy form; assist in making curricular information electronically accessible as directed.

- x Maintain and track enrollment of courses and faculty load data and reports through the administrative computing system; manage instructional database systems including college efficiency report and other reports as assigned.
- x Provide technical support in the development, implementation, and approval of curriculum; assist faculty, staff and administrators in executing Title 5 regulations; review forms submitted

Knowledge of:

- Project scheduling and coordination.
- Operation of a computer and assigned software.
- Desktop publishing techniques.
- Data entry and retrieval methods.
- Oral and written communication skills.
- Interpersonal skills including tact, patience, and courtesy.
- Record-keeping techniques.

Skill to:

- Meet schedules and time lines.
- Work independently with little direction.
- Plan and organize work.
- Create, maintain, and otherwise work with complex databases.
- Create and keep accurate records.
- Provide technical support in the development, implementation and approval of instruction-related data.
- Interpret, apply and explain District policies, rules and regulations related to scheduling functions.

Ability to:

- Research, compile and summarize a variety of information.
- Maintain detailed and accurate records and files for history, audit purposes and reports.
- Operate a computer and assigned software systems.
- Establish and maintain cooperate and effective working relationships with others.
- Communicate effectively both orally and in writing.
- Prepare reports, correspondence and other written materials.
- Interpret and apply laws, rules, guidelines and regulations related to assigned activities.

EDUCATION AND EXPERIENCE:

An associate's degree, including college-level course work in business administration, education, or related field, and two years of experience in higher education OR the equivalent, including any combination of education, experience, and training that would indicate possession of the required knowledge, skills, and abilities listed herein.

PHYSICAL EFFORT/WORK ENVIRONMENT:

Office environment; constant interruptions; dexterity of hands and fingers to operate a computer keyboard; sitting for extended periods of time; bending at the waist, kneeling or reaching to retrieve and file records.