



CURRICULUM SPECIALIST

BASIC FUNCTION

Under the direction of an assigned supervisor and in collaboration with faculty, perform a wide variety of difficult and specialized curriculum related research, analysis, and administrative duties of a technical nature.

DISTINGUISHING CHARACTERISTICS

This position works with a great deal of independence under minimal direction. The position performs highly technical duties related to the curriculum throughout the district; requiring a working knowledge of college organization and programs; must be able to work collaboratively with administration, faculty, and state chancellor's office on curriculum and college catalog. The incumbent must possess a broad knowledge of relational databases and be specifically knowledgeable of curriculum development and implementation processes.

ESSENTIAL DUTIES & RESPONSIBILITIES

The following duties and responsibilities describe the general nature and level of work being performed. It is not intended to be restricted or construed as an exhaustive list of all duties and responsibilities required of individuals so classified, and not all duties listed are necessarily performed by each employee in this classification.

1. Advise faculty and administration on development of curriculum policies and procedures; assist with curriculum proposals; prepare and distribute campus calendars, board agenda items, and meeting minutes related to curriculum review, update, development, and processing.
2. Plan, organize, and coordinate the preparation, publishing, and distribution of the college catalog with current and accurate information.
3. Serve as a technical and administrative resource in all matters related to curriculum development, updating, and processing.

4. Collaborate with faculty in reviewing curriculum proposals, assuring compliance with applicable laws, regulations, and policies, and for technical accuracy.
5. Track and monitor curriculum processing internally and externally with the chancellor's office, liaison with chancellor's office for curriculum developments and innovations.
6. Assist faculty with use of academic systems software in curriculum development, learning outcomes assessment, and other related software as assigned.
7. Research, analyze and evaluate a wide variety of situations, data, recommendations, and alternatives; use independent judgement to develop and provide recommendations, suggestions, or information as appropriate.
8. Perform data entry; compile information and data for reports; assist in the preparation of statistical and narrative reports; conduct research as required.
9. Coordinate the degree and certificate process internally and for the state; communicate curriculum updates and changes to college; participate in accreditation process related to curriculum.
10. Inspect documents, forms, records, and other materials for accuracy and completeness; process a variety of forms and documents according to established procedures.
11. Serve on academic committees as assigned.
12. Perform job related duties as assigned.

QUALIFICATIONS

Knowledge Of:

- Applicable federal, state, and local laws and regulations.
- Modern office practices, procedures, and equipment.
- Complex analysis and reporting tools.
- Recordkeeping techniques.
- Relational database concepts, methods, and techniques.
- Basic research methods and techniques.
- Oral and written communication skills.
- Computer-based data management information systems and software.
- Correct English language usage, spelling, grammar, and punctuation.

Skills and Abilities To:

- Perform basic technical research and evaluation tasks.
- Use sound judgement and solve problems.
- Exercise good judgment, tact, courtesy, and patience.
- Work independently with little supervision.
- Organize work and set priorities.
- Establish and maintain cooperative working relationships with others.
- Effectively communicate both orally and in writing.
- Maintain records and prepare reports.
- Balance and prioritize work to meet deadlines.
- Demonstrate a commitment to diversity, equity, inclusion, and accessibility.

Education and Experience:

An associate degree in business, computer information systems, computer science, education, or related field plus two (2) years of related experience. Equivalency to the associate's degree may be substituted with four (4) additional years of related full-time experience.

Certificates, Licenses, Special Requirements:

Certain assignments may require a valid California driver's license and the ability to maintain insurability under the district's vehicle insurance program.

Other Requirements:

Imperial Community College is committed to creating an academic and work environment that fosters diversity, equity, and inclusion and equal opportunity for all, and ensures that students, faculty, management, and staff of all backgrounds feel welcome, included, supported, and safe. Our culture of belonging, openness, and inclusion makes our district a unique and special place for individuals of all backgrounds. It is important that our employees' values align with our District's mission and goals for Equal Opportunity, Diversity, Equity, Inclusion, and Access.

WORKING CONDITIONS

Work Environment:

Office environment.

Physical Demands:

Sitting for long periods of time; physically typing and looking at a computer screen; operate office equipment; intermittent standing, walking, reaching, pushing, lifting up to 10 pounds, bending, and stooping.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this classification.

Mental Demands:

Frequent interruptions; work under pressure to make deadlines; communicate effectively by phone, in writing, and in person with others; performing complex work, calculations, and solve problems; working multiple tasks concurrently; effectively process information to make sound judgements and decisions.