CLASS TITLE: CURRICULUM TECHNICIAN

BASIC FUNCTION:

Under the direction of an assigned supervisor, coordinate, prioritize, and organize activities related to curriculum changes, production and maintenance of the college catalog, and related state reporting.

REPRESENTATIVE DUTIES:

Coordinate the preparation and distribution of the Curriculum Committee materials, agenda, and minutes. E

Establish timelines and coordinate the production and printing of the college catalog; compile, organize, and integrate input from divisions and departments pertaining to catalog content; proofread submitted materials for accuracy and consistency. E

Assist in the management of academic services data, information, and materials; input data into the online curriculum database; monitor data for compliance with state and college regulations. E

Coordinate and facilitate the submission of curricula and programs to the California Community College system office; assist with the management of curriculum inventory both at the state and local levels. E

Maintain a wide variety of records and data, including articulation agreements, library resources of college catalogs pertaining to articulation and curriculum transfer, and articulation records related to Advanced Placement (AP), International Baccalaureate (IB), College-Level Educational Program (CLEP), Tech Prep (Perkins), and Credit-by-Exam. E

Coordinate and facilitate the submission of articulation materials to appropriate state agencies, including the University of California Office of the President for the UC Transfer Course Agreement, the California State University Chancellor’s Office for CSU GE-Breadth, Intersegmental General Education Transfer Curriculum (IGETC), and Articulation System Stimulating Interinstitutional Student Transfer (ASSIST). E

Participate in development and implementation of new information systems and processes designed to support curriculum functions; pursue resolutions to any identified problems. E

Serve as an informational resource regarding curriculum issues, responding to requests, inquiries, and questions from administrators, faculty, staff and students. E

Research information; create queries, compile data and prepare a wide variety of periodic and special statistical reports related to instructional activities, curriculum, and related matters. E

May provide administrative assistance to assigned supervisor.

Perform related duties as assigned.

Established October 2010
KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

State directives, laws, rules, and regulations related to curriculum and articulation
Modern office practices, procedures, and equipment
Correct English usage, grammar, spelling, punctuation and vocabulary for report writing
District organization, operations, policies, goals, and objectives
Modern computer software applications, including word processing, database, and spreadsheet applications
Principles and procedures of record keeping

ABILITY TO:

Interpret and apply related laws, regulations, policies, and procedures
Communicate effectively, both orally and in writing
Establish and maintain comprehensive and accurate files and records
Prepare concise and complete reports as required
Adapt to changing policies and procedural requirements
Establish and maintain effective working relationships
Manage multiple projects simultaneously
Exhibit detail orientation in reviewing documentation and records
Prepare accurate reports, agendas, minutes, spreadsheets and other documents related to scheduling, curriculum, and articulation

EDUCATION AND EXPERIENCE:

Any combination equivalent to:

Education: Graduation from high school or evidence of equivalent educational proficiency. An associate degree is preferred.

Experience: Three years of technical clerical experience, including experience preparing minutes, proofreading documents, and maintaining records.

WORKING CONDITIONS:

ENVIRONMENT

Office environment

PHYSICAL ABILITIES

Seeing to inspect various documents, on-screen data spreadsheets
Hearing and speaking to communicate with District staff
Sitting for extended periods of time
Dexterity of hands and fingers to operate a computer keyboard and other office equipment