

CURRICULUM SPECIALIST I

DEFINITION

Under general supervision, performs a variety of routine technical duties involved in the maintenance and support of curriculum database systems, reports, and records; assists in providing technical support and assistance to system users.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from assigned supervisory and managerial staff. Exercises no supervision of staff and/or training to student workers.

CLASS CHARACTERISTICS

This is an entry-level classification within the Curriculum Specialist class series. Initially under more direct supervision, incumbents with general office support experience perform work such as inputting certificate and degree information into the database systems; proofreading, editing, and revising narratives; and generating reports. This class is distinguished from Curriculum Specialist II in that the latter performs a broader range and more complex curriculum support duties, including preparing courses and program information to be reviewed by the Educational Design Committee (EDC), preparing EDC agenda and taking notes, and ensuring data integrity of curriculum management software and databases.

EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)

1. Performs routine technical duties involved in the maintenance and support of curriculum database systems, reports, and records; collects, reports, and distributes computerized data used for catalog and schedule production.
2. Preparing courses and program information to be reviewed by the Educational Design Committee (EDC), preparing EDC agenda and taking notes; update and maintain lab parity files, communicate with faculty, Associate Deans & Deans regarding lab parity process, procedures and decisions.
3. Proofreads, edits, and revises narrative sections of schedule of classes and course catalog to ensure accuracy of information.
4. Inputs, imports, and updates certificate and degree program information in database systems, including course additions, modifications, and deletions and data elements.
5. Updates and maintains table of revisions to certificate and degree programs used for transcript evaluation and scribing.
6. Addresses and responds to questions and discrepancies reported by scribes.
7. Prints curriculum cover sheets and course outlines of record for curriculum agendas.
8. Completes Dean's pre-screen 4-year course outline of record review and comments form; processes form and sends to faculty and Associate Deans for review.
9. Moves courses through approval process using curriculum management system.
10. Verifies and ensures accuracy of data, information, and requirements for curriculum systems and databases; runs queries and generates computerized reports and documents as required.
11. Maintains archived hardcopy files of course outlines of record.
12. Responds to complaints and requests for information; assists in interpreting and applying regulations, policies, procedures, systems, rules, and precedents in response to inquiries and complaints.
13. Composes, types, formats, and proofreads a variety of routine letters, reports, and documents.
14. Learns and applies emerging technologies and, as necessary, to perform duties in an efficient, organized, and timely manner.

15. Conducts research regarding Federal, State, local and District regulations and policies of comparative institutions as applicable to the schedule of classes and catalog.
16. Performs other related duties as assigned.

QUALIFICATIONS

Knowledge of:

1. Modern office administrative practices and procedures, including the use of standard office equipment.
2. Research and reporting methods, techniques, and procedures.
3. Principles and practices of data collection and report preparation.
4. Computer equipment and applications, including word processing, database, and spreadsheet applications.
5. Record keeping principles and procedures.
6. English usage, spelling, vocabulary, grammar, and punctuation.
7. Techniques for providing a high level of customer service by effectively dealing with the public, vendors, students, and District staff, including individuals of various ages, disabilities, various socio-economic and ethnic groups.

Skills & Ability to:

1. Interpret, apply, explain, and ensure compliance with applicable Federal, State, local and District policies, procedures, and regulations.
2. Perform responsible and difficult administrative work involving the use of independent judgment and personal initiative.
3. Learn and apply principles, practices, and techniques used in the maintenance of computer systems, programs, and applications related to curriculum development and maintenance.
4. Learn and apply federal, state, local, and District policies, codes, regulations, technical processes, and procedures related to the program to which assigned.
5. Conduct basic research; summarize and present information and data in an effective manner.
6. Respond to and effectively prioritize multiple phone calls and other requests for service.
7. Compose and prepare basic reports, correspondence, and other written materials independently or from brief instructions.
8. Make accurate mathematical and basic statistical computations.
9. Enter and retrieve data from a computer with sufficient speed and accuracy to perform assigned work.
10. Establish and maintain a variety of filing, record keeping, and tracking systems.
11. Organize own work, set priorities, and meet critical time deadlines.
12. Operate modern office equipment including computer equipment and specialized software applications programs.
13. Use English effectively to communicate in person, over the telephone, and in writing.
14. Understand scope of authority in making independent decisions.
15. Review situations accurately and determine appropriate course of action using judgment according to established policies and procedures.
16. Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

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

Equivalent to an Associate's degree from a regionally accredited college with major coursework in education or a related field and three (3) years of responsible clerical and database support work, preferably in an educational setting.

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 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. Incumbents in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Incumbents must possess the ability to lift, carry, push, and pull materials and objects up to 20 pounds.

ENVIRONMENTAL ELEMENTS

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