

MT. SAN ANTONIO COMMUNITY COLLEGE DISTRICT

SALARY SCHEDULE: A

SALARY RANGE: 112

CLASS TITLE: CURRICULUM SPECIALIST

BASIC FUNCTION:

Under the direction of the Dean-Instructional Services, perform a variety of specialized and technical duties involved in the development, maintenance and analysis of degree audit reporting systems (ICCIS); program, encode and maintain related computer programs, tables, reports and functions; input and update related data and information; participate in the WebCMS implementation; provide technical support and assistance to system users.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Perform a variety of specialized and technical duties involved in the development, maintenance and support of reporting systems (ICCIS) related to curriculum; degree audit and programs of study; facilitate the collection, management, manipulation, reporting and distribution of computerized data used for catalog and schedule production.

Input, import, update and modify program, report and function specifications, data and information such as curriculum requirements, course fees, courses, conditions, sub-requirements, grade criteria, and general education requirements.

Participate in the WebCMS implementation and maintenance; work with Information Technology personnel, instructional divisions and others to develop an alpha and beta tests.

Provide technical assistance to system users; provide training to personnel concerning the maintenance of curriculum support, degree audit, and various other computer systems and programs; respond to inquiries and provide information concerning related requirements and procedures.

Verify and assure accuracy of data, information and requirements for curriculum and degree audit systems; research, compile and assemble required forms, files, documents, data and information; initiate queries and generate computerized reports and documents as required; run batch audits as needed.

Provide technical support and explanations to students and staff concerning curriculum and degree audit reports; resolve audit issues, discrepancies and related coding errors for students, faculty and staff; refer students to other personnel and resources as appropriate.

Communicate with College personnel, students and various outside agencies to exchange information, coordinate activities and resolve issues or concerns.

Attend and participate in various meetings and in-services as required; provide support to committees and subcommittees; take and transcribe minutes and related documents.

OTHER DUTIES:

Perform related duties as assigned.

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KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Principles, practices and techniques used in the maintenance of computer systems, programs and applications related to curriculum and degree audit reporting.

Computerized data collection, management, manipulation and distribution requirements for analysis and reporting functions.

Principles, methods and procedures of operating computers and peripherals.

System utilities and design and program applications.

Principles, practices and methods of database structures, computer programming and system design.

Database structures, on-line applications and system capabilities of the District's computer systems.

Technical aspects of field of specialty.

Record-keeping and report preparation techniques.

Interpersonal skills using tact, patience and courtesy.

Oral and written communication skills.

ABILITY TO:

Perform a variety of technical duties involved in the development, maintenance and analysis of curriculum and degree audit reporting systems.

Maintain degree audit system-related programs and functions such as audit reports, tables, rules, degree exceptions and curriculum requirements.

Input, import, update and modify program, report and function specifications, data and information.

Provide technical assistance and training concerning system, PC, software and program operations.

Operate computers and peripheral equipment properly and efficiently.

Meet schedules and time lines.

Communicate effectively both orally and in writing.

Establish and maintain cooperative and effective working relationships with others.

Maintain records and prepare reports.

Determine appropriate course of action within clearly defined guidelines.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: associate's degree and two years experience providing support for curriculum development and college business systems user support services.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard.

Hearing and speaking to exchange information.

Seeing to view a computer monitor and read a variety of materials.

Sitting for extended periods of time.

Bending at the waist, kneeling or crouching.