

## MT. SAN ANTONIO COMMUNITY COLLEGE DISTRICT

**SALARY SCHEDULE: A**  
**SALARY RANGE: 70**

### **CLASS TITLE: Assistant Curriculum Specialist**

#### **BASIC FUNCTION:**

Under the direction of the Dean, Instructional Services assists in the performance of a variety of specialized and technical duties by organizing, supporting, and participating in administrative processes related to curriculum maintenance and management within an office setting and using specialized curriculum database software.

#### **REPRESENTATIVE DUTIES:**

##### **ESSENTIAL DUTIES:**

1. Retrieve, examine, and make revisions, as appropriate and directed, to curriculum documents submitted for review through a web-based curriculum management application
2. Enter, code, and manage course data in a curriculum log and run queries and generate curriculum reports and documents using database software
3. Retrieve and print curriculum cover sheets and course outlines of record in support of curriculum agendas
4. Move courses through course approval stages using a web-based curriculum management system
5. Create and manage faculty accounts and answer general questions about web-based curriculum management software
6. Print, file, and maintain course related communications with pending course proposals
7. Maintain archived paper files of course outlines of record including supporting documentation
8. Participate in updating and proofreading curriculum-related information for the College catalog with a high-degree of accuracy
9. Adhere to timelines and deadlines
10. Use organizational skills to support the curriculum functions of the College
11. Demonstrate problem-solving skills
12. Interact collegially and sensitively with faculty, staff, and students
13. Work independently on given projects and assignments
14. Coordinate workflow with the Curriculum Specialist
15. At the request of the Dean, Instructional Services, perform a variety of unscheduled duties as appropriate for an assistant curriculum specialist

ASSISTANT CURRICULUM SPECIALIST

Revised 6/30/10ng; Approved by Terri Hampton

## **KNOWLEDGE AND ABILITIES:**

### **KNOWLEDGE OF:**

1. Knowledge of English usage, grammar, spelling, and punctuation
2. Knowledge of modern office practices and procedures

### **ABILITY TO:**

1. Review written text, identify data and information inconsistencies, and formulate questions about the text
2. Problem solve
3. Use personal computers for word processing, database, and spreadsheet applications
4. Interpret and follow policies and procedures
5. Prepare and organize reports, documents, and materials
6. Keep information confidential and to exercise a high degree of discretion and judgment in performing duties
7. Establish and maintain effective working relationships and communicate effectively
8. Be familiar with community colleges
9. Be sensitive to a diverse academic, socioeconomic, cultural, and ethnic backgrounds of community college students and staff

## **EDUCATION AND EXPERIENCE:**

Any combination equivalent to graduation from high school and three years of increasingly responsible clerical and database work, including two years in an educational setting.

**PREFERRED QUALIFICATIONS:** AA degree

## **LICENSES AND OTHER REQUIREMENTS:**

### **WORKING CONDITIONS:**

#### **Duties may require the physical ability to:**

- See for the purpose of reading laws and codes, rules and policies, and other printed matter;
- Hear and understand speech at normal levels;
- Speak so that others will be able to understand a normal in-person and telephone conversation;
- Sit or stand for extended periods of time;
- Manual dexterity sufficient for keyboard and other office equipment operation.

### **ENVIRONMENT:**

Office environment.

### **POSSIBLE HAZARDS:**

Extended viewing of computer monitor.

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