

July 2013

SANTA BARBARA COMMUNITY COLLEGE DISTRICT

CLASSIFICATION: CLASSIFIED CLASS TITLE: CURRICULUM COORDINATOR

SALARY TABLE: 29 SALARY RANGE: 32

BASIC FUNCTION:

Under the direction of the Executive Vice President – Educational Programs, assist in coordinating District curriculum processes, timelines and deadlines. Serve as technical liaison to Chancellor's Office for reporting of District curriculum. Maintain the accuracy and integrity of the District curriculum records.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Assist the Curriculum Advisory committee chair in coordinating District curriculum processes, timelines and deadlines. Maintain the accuracy and integrity of the district curriculum records of instructional programs and course documents.

Provide technical training to faculty in the use of the curriculum management database program (CurricuNET) and manage the system; troubleshoot and solve curriculum-related problems with software.

Maintain and update records; operate computer programs related to District curriculum files; identify and enter required information such as TOP codes, CIP codes, major and program codes, SAM codes, and Course Control Numbers (CB codes) assigned to courses by the Chancellor's Office according to established procedures.

Provide divisions and departments annually with listings of courses and programs needing to be updated to comply with accreditation standards, BPAP, curriculum offerings, Title 5 regulations and transferability requirements.

Serve as liaison to the Chancellor's Office for reporting of District curriculum. Coordinate the flow of information to ensure that all official course approval documents and Course Outlines of Record are retained in accordance with District standards, and are correctly filed and readily accessible and available for review.

Serve as liaison and technical resource to the Curriculum Advisory Committee for credit and non-credit courses, certificates, degrees and Associate Degree Transfer articulation agreements; assist in the preparation of the agenda and materials; update curriculum website; attend CAC meetings and record decisions made by CAC that involve the approval of new and modifications of courses, certificates and degrees.

Track and monitor revisions and recommendations made to faculty (originators of curriculum proposals) by the CAC technical review subcommittee and by the CAC committee at large. Communicate with faculty to ensure these revisions are made to the Course Outline of Record and properly entered in CurricuNET system before CAC approval.

July 2013

Serve as editor of curriculum for the college catalog; maintain currency of curriculum information in the catalog. Assist Scheduling Office in the development and maintenance of class schedules.

Maintain currency of curriculum compliance with Title 5 regulations; disseminate changes in Title 5 regulations to administrators, faculty, and staff; identify areas of curriculum affected by these changes; compare and contrast changes to Title 5 regulations and make appropriate adjustments to materials and other resources as required.

Maintain files of District Course Outlines of Record; provide copies to students, faculty and staff as requested.

Plan, design and create various reports as required or requested by the Board of Trustees, state agencies, administrators, faculty and others regarding courses and classes offered by the District.

Communicate changes to local, State and Federal regulations to appropriate stakeholders.

Attend Curriculum Institute and CurricuNET training meetings.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Principles, practices, policies and procedures involved in District curriculum processes.

Technology tools related to District curriculum processes, college catalog and class schedule production.

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

Methods of collecting and organizing data and information.

Principles, methods and procedures of operating computers and peripheral equipment.

Record retrieval and storage systems.

Data verification and clean-up procedures.

Modern office practices, procedures and equipment.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Interpersonal skills using tact, patience and courtesy.

Oral and written communication skills.

ABILITY TO:

Perform a variety of specialized, technical duties involved in the curriculum processes of the District.

Understand Title 5 regulations related to curriculum.

Utilize technology tools related to the curriculum processes of the District.

Utilize a computer to input and maintain data; extract and produce related computerized reports.

Assemble, organize and prepare data and information for records and reports.

Interpret findings and analyze data, and provide related recommendations.

Establish and maintain cooperative and effective working relationships with others.

Work independently with little direction.

Meet schedules and time lines.

Communicate effectively both orally and in writing.

July 2013

EDUCATION AND PAID EXPERIENCE

Any combination equivalent to: associate's degree and two (2) years working with information systems used to support curricular functions, instructional or educational programs.

WORKING CONDITIONS OF EMPLOYMENT:

The work environment and physical demands described here are representative of those required by an employee to perform the essential functions of this job successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

ENVIRONMENT:

Indoor office environment.

PHYSICAL DEMANDS:

Regular operation of a computer keyboard, calculator, and other normal office equipment.

Reading a variety of complex materials and viewing a computer monitor.

Communicating and expressing oneself clearly on a variety of topics in conversation with, and presentations to staff, faculty and administrators.

Ability to remain in a stationary position for extended periods of time.

Mobility to attend CAC meetings.

Travel to professional meetings and professional training.

Sensitivity to and understanding of the diverse academic, socio-economic, cultural, disability, and ethnic backgrounds of community college students.