



Cañada College ♦ College of San Mateo ♦ Skyline College

## GENERIC POSITION DESCRIPTION

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# CURRICULUM & INSTRUCTIONAL SYSTEMS SPECIALIST

A Classified Professional Position  
Grade 220S – Salary Schedule 40

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### A. General Statement

Reporting to the Vice President of Instruction, this is professional work involved in project management from design through implementation and reporting, and the coordination of a wide variety of complex analytical projects and assignments for a college Instruction Office. The Curriculum & Instructional Systems Specialist is responsible for development of the curriculum committee calendar and coordinates the curriculum approval process according to legal guidelines and established timelines; assures that new and revised curriculum is documented and approved by the district and the state in a timely manner; coordinates with the California Community Colleges Chancellor's Office in assuring compliance for course and program approval; assures the compliance of curriculum with Student Services in the areas of articulation, matriculation, and admissions & records; edits content for college schedules and catalogs; and researches, evaluates, analyzes, formats and prepares data for monitoring and reporting at the local, state and federal levels. Public contact is extensive and involves staff at all levels within the organization, other educational institutions, governmental, funding and compliance agencies, students and the general public for the purpose of exchanging technical, public relations and other information. A high degree of independent judgment and creativity is required to select and analyze data in order to draw conclusions, make original recommendations, write reports, and to resolve a variety of minor and potentially major problems that occur. Consequences of errors in judgment can be costly in employee time, student records, public relations and/or institution funding. A Curriculum & Instructional Systems Specialist can direct the work of clerical and other staff as assigned.

### B. Duties & Responsibilities

1. Exchanges information with management, other staff, governmental agencies, educational and other institutions, and the general public, regarding curriculum, Education Code, Title 5, data collection and timelines, institutional research, and initiation and renewal of curricular-related contracts, statistical and financial reporting, governmental and other agency compliance regulations, and other audits
2. Confers with administrative staff regarding complex projects and workflow and includes driving a motor vehicle to visit off-site locations for meetings, conferences, workshops and other activities often representing staff at meetings, as assigned
3. Enters and maintains curriculum and program information in three databases: Banner, CurricUNET, and the State's Curriculum Inventory

4. Works quickly and efficiently to submit curriculum and programs for state approval in time to publish courses/programs in campus publications and in time for MIS term submissions
5. Works directly with CurricUNET programmers to resolve issues and request modifications to the district's version of the program, acts as point of contact for internal and external CurricUNET inquiries, provides one-on-one or small group training sessions, creates and updates procedural documentation, and serves as the campus CurricUNET resource to faculty and deans
6. Coordinates the curriculum approval process according to legal guidelines and established timelines
7. Enters and maintains course prerequisites in Banner to facilitate computer prerequisite checking and enters and maintains articulation and degree-related attributes in Banner to facilitate reporting of student progress from DegreeWorks and enters and maintains course equivalencies, descriptions, "families," and other course particulars in Banner to facilitate WebSMART registration
8. Coordinates or gathers the required documentation for instructional related audits for compliance on items such as: TBA hours, open enrollment, positive attendance, course scheduling, etc. and provides direct responses to auditor inquiries as needed
9. Develops the academic calendar in accordance with State guidelines for district leadership/bargaining unit review and approval
10. Develops the annual Curriculum Committee/Committee on Instruction calendar and serves as staff support and a technical resource to the faculty-led committee
11. Conceptualizes, researches, analyzes, compiles and communicates curricular and other data for the completion of special and regular reports, college publications, surveys, collective bargaining activities and other matters; coordinates, reviews and submits new curriculum, degree and certificate programs and other curricular changes to state agencies
12. Uses a variety of spreadsheet, database and other software to analyze complex statistical curricular, faculty and other data in order to ensure accuracy, draw conclusions and develop proposals and sets up and maintains databases and other online resources of data
13. Provides input into the development and modification of online data formats and record keeping and provides special and regular reports on data collected and makes recommendations for use of research results
14. Monitors and disseminates relevant curricular findings to college and district personnel and provides consultation, support and/or technical assistance on complex projects for divisions, departments and individual staff
15. Sets up and maintains an online and manual resource library of curricular materials related to agency compliance and regulations
16. Compiles and/or coordinates district-wide curriculum, student malpractice insurance, materials fee, off-campus facilities, and other Board reports as assigned
17. Trains, directs and coordinates the work of staff, provides technical support and serves as a resource to managers, faculty and staff on curricular issues, schedule development and entry, and faculty

assignments; schedules, coordinates and monitors the work of other, outside staff on special projects as assigned;

18. Composes correspondence, procedural and training documentation, compliance reports, and other materials
19. Performs other related duties as assigned

### **C. Requirements**

1. Bachelor's degree in business administration, social science, political science or a closely related field
2. Successful administrative assistance experience, preferably in a college instructional office involving work with processes for curriculum development modification and approval
3. Experiences with processes for schedule and catalog development production
4. Skill in multi-level tasking, prioritizing workloads, and working independently
5. Skill in strategic planning
6. Skill in attention to detail and organization of data, visual comparison and acuity, and complex data analysis for the creation of reports and conclusions
7. Extensive public contact experience with people of diverse cultures, language groups and abilities
8. Skill in oral communication, including individual to large-groups, public speaking, and persuasiveness
9. Demonstrated skill in written communication
10. Skill in the use of a database and a variety of computer software, such as spreadsheets, presentation, and other software to compose and design reports and other documentation
11. Experience with training, directing, and coordinating the work of others
12. Extensive experience interacting with people at various levels within an organization
13. Experience with research and compiling data for, formatting, and preparing statistical, financial and other reports

OR

An equivalent combination of education and experience

### **D. Physical/Other Requirements**

This classification requires data comparison and interpretation; contact in close proximity with individuals and groups; active listening; good memory, tact, patience, flexibility; work under deadline pressure; multi-tasking; attention to detail; manual dexterity; pulling, pushing, reaching; moving items of light to moderate weight; listening/comprehension of a variety of directional formats; flexibility, and adaptability in order to perform the essential functions.

### **E. Knowledge, Skills & Abilities**

1. Knowledge of state curricular regulations, Education Code and Title 5 requirements, and the functions of community colleges and the State Chancellor's Office.
2. Knowledge of process and procedures used in developing and revising community college curriculum and programs
3. Knowledge of college publication editing and production procedures
4. Knowledge of complex research and reporting methodologies
5. Skill in conceptualizing, designing, developing, evaluating and monitoring projects and reporting strategies

6. Skill in the development and use of a variety of spreadsheet and other software instruments to conduct research and report findings
7. Skill in planning, organizing, coordinating, tracking and evaluating the collective work of constituencies at various levels within an organization
8. Skill in training, directing, and coordinating the work of others
9. Skill in interpersonal, oral and written communication, including public and persuasive speaking
10. Ability to communicate respectfully with people at various levels in organizations who are of diverse cultures, language groups and abilities
11. Ability to strategically plan, organize, prioritize and implement detail-oriented, multiple-tasked projects with short or constrained timelines
12. Ability to quickly learn, comprehend and implement new processes and programs
13. Ability to problem solve and communicate resolutions to others

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