PALOMAR COMMUNITY COLLEGE DISTRICT

ADMINISTRATIVE TECHNICIAN – Curriculum

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

To provide complex and responsible administrative and technical support for the District-wide curriculum development process and the Curriculum Committee; to coordinate and prepare the District catalog for annual publication; to update the master course file in PeopleSoft in response to items approved by the Curriculum Committee; to coordinate with class scheduling staff to maintain class data accuracy for the District schedule of classes each semester; to coordinate with functional areas such as Enrollment Services and Student Financials to maintain accuracy for student enrollments and student transcript evaluations; and to perform a variety of duties relative to assigned area of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Instruction Office Manager. Exercises a high degree of independent judgment, technical knowledge, and initiative with a minimum of direction and supervision. Provides direction to department and division personnel and faculty members in a lead capacity.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS. Essential responsibilities and duties may include, but are not limited to, the following:

1. Assist in developing the timeline for the district’s curriculum process each year, including coordinating with the Curriculum Committee, Faculty Senate, Governing Board, and California Community Colleges (CCC) System Office where applicable.

2. Independently construct and prepare Curriculum Committee agendas and take and transcribe meeting minutes; coordinate the review of agendas/minutes with Curriculum Co-chairs; revise as needed and distribute.

3. Attend Curriculum Committee meetings and serve as a resource person; initiate follow-up from committee recommendations; forward curriculum actions to Faculty Senate; research, evaluate, recommend and/or complete special projects generated by the Curriculum Committee and Faculty Senate.

4. Evaluate curriculum proposals to ensure state and local guidelines, including Title 5, are met; track the progress of curriculum proposals throughout the approval process and according to adopted timelines; maintain appropriate records of Curriculum Committee, Faculty Senate, Governing Board and CCC System Office approval of courses and certificates/degrees.

5. Accurately maintain district course catalog data in PeopleSoft based on curriculum activity or other administrative decisions, including new California Community Colleges System Office accountability requirements and improved software functionality.

6. Prepare information on all new and deactivated certificate/degree programs and courses for Governing Board approval.
7. Coordinate annual course outline review, including notifying departments which courses are due, and serve as liaison to Articulation Officer where articulation may be jeopardized.

8. Serve as resource to faculty, staff and administrators for a variety of policies and procedures related to curriculum development and scheduling, including CCC System Office requirements and procedures for course and certificate/degree development, course outline reviews, requisite validation, course repeatability, unit value, and cross listing.

9. Prepare district catalog for annual publication; develop a timeline for completion and coordinate with other administrative offices on campus and with the printing company; using a desktop publishing program, incorporate and verify accuracy of curricular changes to courses, certificates and degrees, into the district catalog; coordinate with Business Services regarding periodic bids and annual contracts with the printing company; manage and track distribution of catalog; verify the accuracy of information in the annual district catalog, and proof for proper English, spelling, grammar and punctuation.

10. Create and maintain documentation and training materials for faculty, administrators, and support staff; plan and provide individual and group training on use of curriculum management software, including workflow; provide in-service training to appropriate staff related to curriculum and the relationship between curriculum and class schedule policies and procedures.

11. Maintain the district web page for Curriculum; Prepare district catalog for posting on the Palomar College home page; coordinate posting with the District webmaster.

12. Maintain reference links on Palomar’s Curricunet home page; provide end user directions in online help fields in Curricunet; propose improvements to Palomar’s Curricunet, coordinate workflow changes, page layout improvements, and new report development with vendor.

13. Coordinate with Systems Module Functional Specialists and class scheduling staff to ensure accuracy in the catalog database and class schedule development.

14. Assist with resolution of unique issues related to curriculum development. Analyze and propose improvements to related procedures and functionality.

15. Research, evaluate, recommend and/or complete special projects requested by the Vice President for Instruction.

16. Assist and support the Administrative Technician – Class Schedule with tasks as needed.

**Marginal Functions:**

Perform related duties and responsibilities as required.

**QUALIFICATIONS**

**Knowledge of:**

1. Rules, policies, procedures and operating practices used in the development of college catalogs.
2. Practices and procedures of office administration and support, including operation of office equipment.
3. Local, State, and Federal regulations, terminology and processes applicable to areas of assigned responsibility.
4. Rules and regulations pertaining to course and certificate/degree development.
5. Advanced use of computers and supporting programs including integrated systems, curriculum management systems, and word processing, spreadsheet, and presentation software.
6. Correct English usage, including spelling, grammar and punctuation.
7. Practices and procedures of developing and maintaining records and filing systems.
8. Principles and practices of minute taking and transcription.

Ability to:

1. Provide complex and responsible administrative support to the Curriculum Committee.
2. Coordinate the development of the annual course catalog.
3. Prepare district catalog for annual publication, including proofreading course and program changes
4. Identify course outlines of record to be reviewed annually.
5. Understand and apply local, State, and Federal regulations, terminology, and processes applicable to areas of assigned responsibility, including the Education Code and Title V.
6. Design and manage tracking systems to maintain records for various curriculum projects.
8. Operate office equipment including computers, an integrated management system, a curriculum management system, and supporting word processing, spreadsheet, and presentation applications and integrated software systems; type at a speed necessary for successful job performance.
9. Take and transcribe notes at a speed necessary for successful job performance.
10. Communicate clearly and concisely, both orally and in writing.
11. Establish and maintain cooperative working relationships with those contacted in the course of work.
12. Maintain physical condition appropriate to the performance of assigned duties and responsibilities.

Experience and Training Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Four years of increasingly responsible experience providing administrative support in the development and maintenance of curriculum, college catalogs or college class schedules.

Training:

Equivalent to the completion of the twelfth grade supplemented by college-level course work in business administration or a related field.

WORKING CONDITIONS

Environmental Conditions:

Office environment, exposure to computer screens; extensive contact with faculty and staff.

Physical Conditions: Essential and marginal functions may require maintaining physical condition necessary for sitting for prolonged periods of time, extensive use of computer keyboard; near visual acuity for reading computer screens, course schedules and catalog.

1/10/07