

San Diego Community College District

CLASSIFICATION DESCRIPTION

Title: Curriculum Technician

Unit: Office Technical

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Job Code: J1910
Original Date: 01/1991
Last Revision: 07/2019
Staff Type: Classified
FLSA status: Non-exempt
Salary Range: 23

DEFINITION

Under the direction of the Vice Chancellor, Dean, Curriculum and Instructional Services, or assigned supervisor or manager, perform a variety of difficult and specialized curriculum related research, analyses, and administrative duties of a paraprofessional and technical nature; makes decisions and responds to curriculum issues with recommendations as appropriate; prepare ad hoc curriculum reports; maintain standard reports for internal and external department use; verify content and authorization of curriculum and course descriptions/programs for inclusion in college catalogs and schedules; and edit and format catalogs for publication. Provides districtwide curriculum support to administrators, faculty and staff, and maintains data integrity across multiple curriculum databases, catalogs, and class schedule for delivery to students via college catalogs, class schedule, enrollment, and transcripts.

EXAMPLE OF DUTIES

1. Review, update, maintain, and assure accuracy of curriculum databases, records, and files. Update, operate, identify data entry problems and inconsistencies, facilitate resolution, and maintain computerized curriculum inventory and authenticate curriculum changes and submit to California Community Colleges Chancellor's Office.
2. Conduct research on courses and programs to update, verify, and create curriculum reports. Run queries for data integrity; make recommendations for changes. Report and resolve curriculum data entry errors/problems.
3. Perform complex and technical duties of districtwide curriculum to ensure alignment with District policy, California Title 5, Ed. Code laws and California Education Code.
4. Maintain, update, and coordinate college catalog course and program awards, articulation, general education, and administrative information. Edit, format, proofread, print, and distribute catalogs for publication.
5. Identify, assist, and provide guidance in the resolution of problem and complex issues related to curriculum development, approval process, and implementation, and make recommendations for resolution to faculty, staff, and administrators.
6. Conduct district-wide workshop training and provide technical support for curriculum databases and related software and answer questions from faculty, staff, and managers.
7. Compile data and prepare ad hoc and routine reports for department, districtwide, and outside agency use, identify and report any technical issues related to course or course outline submission. Prepare correspondence, memos, and reports; maintain a variety of interrelated records and files.
8. Maintain subset of web pages on the department website. Identify and report issues and recommend changes.
9. Apply and interpret District policies, procedures, rules, and regulations; participate in a variety of campus and District meetings. Serve as a liaison to outside agencies.
10. Create requisitions for various curriculum processes.

11. Assist with special projects; organize work for specific problem-solving. Review problems and recommend modifications to the software or procedures.
12. Perform related duties as assigned.

DESIRABLE QUALIFICATIONS

Knowledge:

Applicable sections of California Education Code.
Computer applications, including word processing, spreadsheets, and databases.
Course Basic data element guidelines and requirements.
English usage, grammar, spelling, punctuation, and vocabulary.
Laws, rules, regulations, and policies related to curriculum.
Modern office practices, procedures, and equipment, including computer hardware and software.
Oral and written communication skills.
Technical aspects of field of specialty.

Skills and Abilities:

Analyze situations accurately and adopt an effective course of action.
Communicate effectively both orally and in writing.
Perform complex and continuous data entry, review, and maintenance.
Compile data and prepare correspondence and reports independently.
Conduct research and analysis and prepare reports.
District organization, operations, policies, and procedures related to curriculum approval, compliance, and implementation.
Establish and maintain effective working relationships with others.
Handle situations with initiative and tact.
Learn, interpret, and apply District policies, procedures, rules, and regulations and Title 5 and California Education Code.
Make arithmetical calculations with speed and accuracy.
Maintain confidential and complex records and files.
Meet schedules and timelines.
Operate standard office machines, equipment, databases, including computer hardware and software.
Perform data entry and document preparation and maintenance.
Perform a wide variety of difficult and specialized technical and analytical work in the operation of districtwide program.
Plan and organize work.
Provide work direction and training to others.
Technical and administrative liaison for districtwide program.
Understand and follow oral and written directions.
Use computer applications, including word processing, spreadsheets, and databases.
Work confidentially with discretion.
Work independently with little direction.

Training and Experience:

Any combination of training and experience equivalent to: graduation from high school and one year of administrative experience. Experience in web page and document development desired.

WORKING CONDITIONS

Physical Requirements:

Category III

Environment:

Favorable, usually involves an office.