

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: 09/2016
Staff Type: Classified
FLSA status: Non-exempt
Salary Range: 21

DEFINITION

Under the direction of the Dean, Curriculum and Instructional Services, or assigned supervisor or manager, perform continuous review for data integrity in the curriculum database; prepare ad hoc curriculum reports; maintain standard reports for 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.

EXAMPLE OF DUTIES

1. Review, update, maintain, and assure accuracy of curriculum databases, records, and files. Update, operate, and maintain computerized curriculum inventory and authenticate curriculum changes.
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. Maintain and update college catalog and program information. Edit, proofread, print, and distribute catalogs and drafts.
4. Conduct district-wide workshop training for curriculum databases and related software and answer questions from faculty, staff, and managers.
5. Compile data and prepare ad hoc and routine reports as needed. Prepare correspondence, memos, and reports; maintain a variety of interrelated records and files.
6. Maintain subset of web pages on the department website. Identify and report issues and recommend changes.
7. Create requisitions for various curriculum processes.
8. Assist with special projects; organize work for specific problem-solving. Review problems and recommend modifications to the software or procedures.
9. Perform related duties as assigned.

DESIRABLE QUALIFICATIONS

Knowledge:

- Applicable sections of California Education Code.
- Computer applications, including word processing, spreadsheets, and databases.
- District organization, operations, policies, and procedures related to curriculum approval, compliance, and implementation.
- 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:

- Communicate effectively both orally and in writing.
- Compile data and prepare correspondence and reports.
- Conduct research and analysis and prepare reports.
- Establish and maintain effective working relationships with others.
- Handle situations with initiative and tact.
- Maintain confidential records and files.
- Meet schedules and timelines.
- Operate standard office machines and equipment, including computer hardware and software.
- Perform data entry and document preparation and maintenance.
- Plan and organize work.
- Provide work direction and training to others.
- 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.