

# San Diego Community College District

## CLASSIFICATION DESCRIPTION

**Title:** Curriculum Analyst

**Unit:** Supervisory and Professional

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**Job Code:** D1950  
**Original Date:** 03/1999  
**Last Revision:** 02/2017  
**Staff Type:** Classified  
**FLSA status:** Exempt  
**Salary Range:** 09

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### **DEFINITION**

Under the direction of the Dean, Curriculum and Instructional Services, or assigned manager, supervise operations and assist in the coordination of district curriculum development, review, and approval processes. Supervise the maintenance of course data files, perform research and analyses, and complete special projects as requested. Analyze curriculum for compliance with district policies and procedures, state regulations, education codes, and federal regulations. Supervise, train, and evaluate classified staff.

### **EXAMPLE OF DUTIES**

1. Plan, organize, supervise, train, and evaluate classified staff in the coordination of curriculum approval, web-based curriculum management system, district ERP system, district policies and procedures, and compliance with pertinent state and federal regulations, including Gainful Employment.
2. Coordinate the development of curriculum approval, implementation, and completion processes and procedures which follow all major changes to current district operations. Supervise the maintenance of mainframe course data and submission of proposals to Curriculum Instructional Council, Board of Trustees, Chancellor's Office, and appropriate accrediting agencies.
3. Develop operational requirements and write detailed specifications for projects, including required modifications to existing software and programs.
4. Plan and define user functionality, timing issues, and implementation dates of new and revised curriculum.
5. Communicate with administrators, faculty, staff, and contractors within the assigned and related curriculum development and approval process. Serve as a resource on the interpretation of technical information and the implication on operations and procedures. Identify and resolve issues and concerns relating to implementation, operations, policies, and procedures and coordinate the resolution of technical issues.
6. Perform special projects and research requested by management staff. Review and edit Curriculum Instructional Council minutes. Perform special analysis of selected issues. Prepare and maintain reports and statistics as required.
7. Analyze curriculum for compliance with district policies and procedures, state regulations and education code, and federal regulations. Monitor changes to regulations to Title 5 and California Education Code for effect on district procedures, processes, and reporting and analyze impact on curriculum.
8. Serve on Statewide/Inter-District/District meetings and/or committees and sub-committees as a technical resource. Assist in planning process; supervise district implementation processes.
9. Coordinate workflow, identify assignments, track progress, and ensure completion of curriculum related projects. Develop processes and supervise the maintenance of permanent district and records of the department curriculum records. Provide for improved storage and retrieval systems by planning and implementing a records management system utilizing web-based curriculum management system, district ERP system, Chancellor's Office Curriculum Inventory, disk imaging, and other technological systems.
10. Provide information districtwide regarding approval procedures and form processing. Respond to more difficult questions as referred by assigned staff.

11. Monitor the approval or requisites through the approval processes for publication and enforcement; maintain status reports; evaluate and document.
12. Create and maintain websites as assigned.
13. Review, update, and maintain course MIS data in coordination with district technical personnel.
14. Supervise and monitor the updating of catalogs; evaluate process and plan improvements.
15. Coordinate, perform, and supervise department activities with other departments. Troubleshoot problems. Coordinate schedule production, systems table revisions, roll forward, schedule production reports, and pertinent curriculum updates with colleges, Student Services, and Computing Services.
16. Oversee maintenance of master course inventory, articulation, and general education status of courses; maintain state approved program inventory.
17. Perform related duties as assigned.

### **DESIRABLE QUALIFICATIONS**

#### Knowledge:

- Applicable sections of California Education Code.
- Basic principles of employee training and supervision.
- Computer data management and analysis applications.
- Correct English usage and report writing and presentation skills.
- District organization, operations, policies, goals, and objectives.
- Laws, rules, regulations, and policies related to curriculum.
- Modern office practices, procedures, and equipment, including computer hardware and software.
- Oral and written communications skills.
- Principles of statistical analysis.
- Project and research planning and design, data collection, analysis, report preparation, and presentation of results.
- Research techniques and methodologies.

#### Skills and Abilities:

- Analyze situations and adopt an effective course of action.
- Communicate effectively both orally and in writing.
- Establish and maintain effective working relationships with others.
- Evaluate and make recommendations in operations, systems, procedures, policies, and methods.
- Independently initiate research studies and reports.
- Interpret and apply the rules, regulations, and policies governing curriculum approval and supervision.
- Interpret and explain laws, rules, policies, and procedures.
- Meet schedules and timelines.
- Perform statistical analysis.
- Prepare written analysis, recommendations, and complex reports.
- Research and analyze data and information, reason logically, evaluate, and effectively present recommendations.
- Train and supervise personnel.
- 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: two years of experience plus course work in computer theory and applications.

**WORKING CONDITIONS**

Physical Requirements:

Category III

Environment:

Favorable usually involves an office.