

TEMPORARY Curriculum Analyst
State Center Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=241938>

Downloaded On: Jul. 27, 2024 12:10pm

Posted Jul. 24, 2024, set to expire Jul. 23, 2025

Job Title TEMPORARY Curriculum Analyst
Department
Institution State Center Community College District
Fresno, California

Date Posted Jul. 24, 2024

Application Deadline Open until filled
Position Start Date Available immediately

Job Categories Professional Staff

Academic Field(s) Administration - Other
Administration - Undergraduate Education
Administration - Academic Unit

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Job Description

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TEMPORARY Curriculum Analyst

Salary: \$33.96 - \$41.77 Hourly

Location: Reedley College, CA

Job Type: Temporary

Division: RC Office of Instruction

Job Number: 202400157 - T

Closing:

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General Purpose

Under general supervision, coordinates the development, review and approval of college curriculum; provides administrative and technical support to the Office of Instruction and Curriculum Committee; ensures class schedules are accurate and comply with state and District rules and regulations; prepares a variety of reports and performs quality assurance tasks associated with curriculum development; coordinates faculty payroll; staffs committees; takes and posts agendas and minutes; and performs related duties as assigned.

Essential Duties & Responsibilities

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

- Evaluates new and modified curriculum proposals to ensure federal, state and College guidelines are met; tracks the status of curriculum proposals throughout the approval process; prepares submissions reporting curriculum activity including courses and certificate/degree programs; submits approved courses and programs to the Chancellor's Office and accrediting commissions and responds to requests for additional information; notifies departments of approval results.
- Provides support for the Curriculum Committee and associated work groups; researches, prepares and distributes agendas for committee meetings; attends meetings and takes and transcribes minutes in accordance with the Brown Act; posts committee documents; initiates and tracks follow-up to committee recommendations; prepares curricular actions and reports for consideration by the Educational Coordination and Planning Committee and the Board of Trustees.
- Assists Curriculum Committee Chair with coordination of course review and course outlines for regular annual review; tracks completion of review processes and updates information in the course curriculum database; summarizes changes in curriculum approved by the Curriculum Committee and creates curriculum packets for the Educational Coordination and Planning Committee; submits recommended changes to Board of Trustees for final approval.
- Acts as a liaison to other colleges in the District regarding curriculum; provides input on course coding and taxonomy; makes recommendations to resolve issues of transferability of courses between colleges within the District.
- Coordinates the development of the curriculum process timeline, provides information and assistance to faculty, staff and administrators regarding timelines, policies and procedures

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related to curriculum development including the California Community College System Office requirements for course and certificate/degree development, course outline reviews, prerequisite validation, course repeatability and unit value and cross listing; researches requirements and supplemental information as needed.

- Provides technical training, support and assistance to deans and faculty regarding the preparation of curriculum documents; explains requirements and assists with research, development and submission of documents for new degree programs and certificates of achievement; ensures courses and programs are compliant prior to submission.
- Provides information, instruction and training on work processes, coding, tracking, reporting and technical procedures to Instructional Administrative Assistants; ensures curriculum planning and scheduling are appropriately integrated with budget and payroll processes; trains Instructional Administrative Assistants on changes in processes, procedures and coding; provides group and one-on-one training opportunities.
- Coordinates, develops and publishes the production calendar for building the course catalog; audits class schedule reports and ensures accuracy of all section contact hours; coordinates the review and update of policy sections, course descriptions and draft catalog with appropriate departments; reviews and approves catalog for production and distribution.
- Serves as an advanced functional expert for curriculum management software programs and modules; tests and reviews systems upgrades; transfers and reconciles data between software programs; uploads data to the State Chancellor's Office, the California Community College System Office, accrediting bodies and other organizations as needed; sets up user permissions in various databases.
- Demonstrates sensitivity to and understanding of historically minoritized groups and participates in professional development activities to increase cultural competency to enhance equity-minded practices within the District.

When Assigned to Oversee Administrative Support Staff

- Provides input in selecting, training and providing day-to-day lead work guidance and direction to other support staff and student aides; assigns, schedules and monitors work for completeness, accuracy and conformance with District, department and legal/regulatory requirements and standards; monitors workflow to ensure that mandated deadlines are being met in an optimal manner; provides information, instruction and training on work procedures and technical, legal and regulatory requirements.
- Provides input to supervisor on employee work performance and behaviors; assists in ensuring a fair, open and inclusive work environment in accordance with the District's mission, goals and values.

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OTHER DUTIES

- Provides backup for other department or division office administrative support staff.
- Performs related duties as assigned.

Employment Standards / Minimum Qualifications

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- District and College policies and procedures regarding curricula and instructional programs and associated degrees and certificates.
- Advanced knowledge of applicable sections of Title V, various California Education Code sections and Chancellor's Office rules and regulations governing the development of community college curricula.
- College curriculum/course management software programs and system processing procedures, codes and data elements used to build and maintain a master course catalog.
- State and District processes and procedures for the development, review and adoption of courses and instructional programs.
- Modern office practices, procedures and equipment including computers and applicable software programs.
- Rules, policies, procedures and operating practices applicable to class scheduling, calculating faculty loads and contracts, facilities scheduling and related functions.
- District payroll and general accounting system operations, practices and procedures.
- Practices and techniques of sound business communication; correct English usage, including spelling, grammar and punctuation.
- Provisions of the Public Records Act.
- College and District organization, rules, policies and procedures applicable to departmental and division operations.
- Safety policies and safe work practices applicable to the assignment.
- Board policies, Personnel Commission Rules, Administrative Regulations, Human Resources procedures and collective bargaining agreements.
- Basic practices of employee work guidance and direction.
- Uses and operations of scanners, phone systems, computers, standard business software, and

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database and spreadsheet applications.

Skills and Abilities to:

- Interpret and explain complex curricular rules, regulations, standards and policies.
- Accurately enter and reconcile large volumes of highly detailed data.
- Proofread highly detailed course information online and in paper format and identify errors, conflicts, omissions and other problems quickly and with a high degree of accuracy.
- Consultatively provide information and guidance to College faculty and staff on curriculum development, catalog processes and procedures.
- Effectively engage and support historically minoritized groups by addressing issues of equity and improving culturally responsive service-oriented practices.
- Communicate information accurately and effectively, orally and in writing; comprehend requests for information or assistance; maintain a courteous and tactful manner.
- Compile, utilize and integrate curriculum information provided by deans, faculty and others.
- Perform mathematical, load and lecture-hour equivalent calculations.
- Develop and implement appropriate work processes, procedures and controls.
- Compose clear, concise and comprehensive correspondence, reports, studies, agreements, presentations and other written materials from brief instructions.
- Perform research, analyze data and compile a variety of complex administrative and statistical reports and tracking systems.
- Analyze problems, evaluate alternatives and recommend or adopt effective courses of action in accordance with established policies and procedures.
- Set priorities and exercise sound judgment within areas of responsibility.
- Understand, interpret, explain and apply applicable laws, codes, regulations, policies and procedures.
- Maintain confidentiality of District and student files and records.
- Operate a computer and use standard business software.
- Exercise tact and diplomacy in dealing with sensitive, complex and confidential issues and situations.
- Establish and maintain effective working relationships with all those encountered in the course of work.

EDUCATION AND EXPERIENCE

An associate degree and at least two years of progressively responsible administrative support experience in class scheduling, load calculations and curriculum development; or an equivalent

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combination of training and experience.

LICENSES, CERTIFICATES AND OTHER REQUIREMENTS

A valid California driver's license and the ability to maintain insurability under the District's vehicle insurance program in some assignments.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this class, employees are regularly required to sit; talk or hear, in person and by telephone; use hands repetitively to finger, handle, feel or operate standard office equipment; and reach with hands and arms. Employees are frequently required to walk and stand; and lift up to 10 pounds and occasionally up to 25 pounds

Specific vision abilities required by this job include close vision and the ability to adjust focus.

Mental Demands

While performing the duties of this class, employees are regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; observe and interpret situations; learn and apply new information or skills; perform highly detailed work; work on multiple, concurrent tasks; work with frequent interruptions; work under intensive deadlines; and interact with District managers, staff, the public and others encountered in the course of work.

WORKING ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential duties of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Employees work under typical office conditions, and the noise level is usually quiet. The employee may be required to travel to locations other than assigned work site and to adjust to work schedule changes and requirements to work overtime.

Assessment Process

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Only the most qualified applicants will be invited to interview for the assignment.

To apply, visit <https://www.schooljobs.com/careers/scccd/jobs/4566996/temporary-curriculum-analyst>

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

N/A

State Center Community College District

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