

Curriculum Specialist
Rancho Santiago Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=248008>

Downloaded On: Oct. 31, 2024 11:29pm

Posted Oct. 31, 2024, set to expire Nov. 25, 2024

Job Title Curriculum Specialist
Department School of Continuing Education
Institution Rancho Santiago Community College District
Santa Ana, California

Date Posted Oct. 31, 2024

Application Deadline 11/25/2024

Position Start Date Available immediately

Job Categories Professional Staff

Academic Field(s) Administration - Other

Apply Online Here <https://apptrkr.com/5767367>

Apply By Email

Job Description

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Curriculum Specialist

Rancho Santiago Community College District

Salary Range: Grade 15: \$75,588.23 - \$96,480.94

Job Type: Full Time

Job Number: CL24-01049

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Location: Santa Ana, CA

Division: Santa Ana School of Continuing Education

Closing: 11/25/2024 5:00 PM Pacific

Job Description

CLASS SUMMARY

Under general supervision, provides administrative support involving the coordination of curriculum and instruction functions with academic integrity; edit and update college catalog; compile and maintain curricular information in the student information system, curriculum management system and the State curriculum inventory; maintain curricular changes and act as a liaison for MIS reporting and State Chancellor's Office; required to exercise independent judgment; assumes and performs related duties and responsibilities as required.

REPRESENTATIVE DUTIES

Serve as a non-voting member on assigned curriculum and instruction committees and councils; acts as a resource to monitor course and program curricula throughout the approval process; review proposals for completeness, formatting, spelling and grammar; Provide administrative and technical expertise for college curricula while adhering to established policies and procedures; prepare user guides and other training documentation to ensure district compliance with Federal, State standards (i.e. matriculation, transfer curriculum, program and course review); conduct training sessions for faculty, administrators and staff related to automated curriculum databases and management systems. Prepares agendas, calendars, correspondence, meetings, minutes, reports and statistical records; Audit, enter and validate course and program (i.e. course descriptions and components, pre-requisites and co-requisites, recommended preparation units and other data codes), , and articulation data elements into various software programs including the student information system curriculum management system and the State curriculum inventory while adhering to State and District policies and procedures; maintain curriculum records and archives curriculum approvals as well as other historical materials; Advises the Curriculum and Instruction Committee, faculty, administrators and other staff on curriculum-related policies and regulations (i.e. State Chancellor's Office Curriculum Inventory, the Program and Course Approval Handbook, California Education Code), act as a liaison with assigned curriculum platform vendors develop systems, processes and administrative reports; report issues in vendor's software; and provide follow-up with vendor; Provide support and technical expertise for college curricula in State Chancellor's Office curriculum inventory; submit new, revised

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and deactivated proposals for courses and programs; attend online training and conferences; conduct training sessions for faculty, administrators and staff; Coordinate, edit, maintain and produce content for college catalog, databases and timelines according to College processes, Board policies, state and federal requirements; serve as secretarial support to assigned committees, councils and task forces; Collaborate with sister college, District IT Services, Curriculum and Instruction Council, Articulation Officer, division chairs, Admissions and Records, Graduation, Distance Education, administrators and staff responsible for maintaining class schedule; review and correct error reports on State Management Information System (MIS) submissions; coordinates scheduling timeline with District support systems; Research, report and disseminate information to college and District administrators; Train, direct and coordinate the work of clerical personnel.

ORGANIZATIONAL RELATIONSHIPS

This class reports to designated administrator or supervisor, and may be responsible for determining work flow to lower grade positions or for resolving factual or procedural questions.

KNOWLEDGE AND ABILITIES

Knowledge of: Administrative organizations and functions of community colleges and the State Chancellor's Office: pertinent federal, state, and local laws, codes, and regulations relating to curriculum and instruction: procedures and standards for course, program and policy approval: principles and procedures of record keeping and the ability to devise record keeping and reporting systems for local, federal and State laws, codes and regulations: college and District policies relating to curriculum and program development: support systems (e.g., Academic Divisions, Scheduling Office, Graphic Communication, Reprographics, Chancellor's Office Academic Affairs, Chancellor's Office Curriculum Inventory (COCI) and Information Systems/ITS): basic research methods and collection of statistical data: college, District, state and federal government reports: information technology procedures, terminology and operations: office methods, procedures and equipment, including computers and applicable software applications such as word processing, spreadsheets and databases.

Ability to: coordinate and organize a wide variety of material from many different sources: work cooperatively with various levels of responsibility and authority: perform responsible and difficult work involving the use of independent judgment and personal initiative: plan, organize and complete assignments to meet deadlines with minimum supervisory direction: perform technical work related to curriculum and instruction.

Skills: must complete keyboarding, clerical (filing names) and software skills evaluation. Screening Committee will use results as one of the selection criteria.

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Job Qualifications

MINIMUM QUALIFICATIONS

Training and Experience Any combination of training and/or experience equivalent to a B.A./B.S. degree or equivalent and four years of increasingly responsible administrative experience in a college instructional office including one year of work involving independent responsibility in coordinating complex operating systems;

ABOUT RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

Rancho Santiago Community College District (RSCCD) is one of the most established districts in the state and has been in operation for nearly 50 years. Located in the heart of Orange County, it is one of the largest of California's 72 community college districts, based on the number of credit and non-credit students. RSCCD encompasses 25 percent of Orange County's total area and serves a population of more than 700,000 residents in the communities of Anaheim Hills, Orange, Santa Ana, Villa Park, and portions of Anaheim, Costa Mesa, Irvine, Fountain Valley, Garden Grove, Tustin, and Yorba Linda. The District includes Santiago Canyon College and Santa Ana College, as well as the Centennial and Orange Continuing Education Centers, the Digital Media Center, Joint Powers Fire Training Center, the Orange County Sheriff's Regional Training Academy, the College and Workforce Preparation Center, and the District Operations Center. RSCCD's three (3) auxiliary Foundations are actively involved in supporting both community and campus programs.

EEO STATEMENT

The Rancho Santiago Community College District (RSCCD) is committed to the concept and principles of staff diversity and equal employment opportunity by prohibiting discrimination based on ethnic group identification, national origin, religion, age, sex, race, color, ancestry, sexual orientation, physical or mental disability, gender identity, medical condition (cancer-related or genetic characteristics), marital status, citizenship, or service in the uniformed services, or on the basis of these perceived characteristics or based on association with a person or group with one or more of these actual or perceived characteristics. Applications from all persons interested in the position are encouraged.

SELECTION CRITERIA

Application Screening

Job announcements will include screening criteria to be used during screening and interviews. This may include, but is not limited to:

- Education experience (breadth and depth)
- Work experience (breadth and depth)
- Demonstrated ability to work cooperatively with others

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- Bilingual ability (if needed)
- Demonstrated experience and sensitivity to diversity, equity, and inclusion.
- Professional growth activities
- Specialized skills training
- Leadership skills
- Written and/or oral communication skills
- Presentation
- Problem Solving.

Based on the information presented in the application materials, a limited number of candidates with qualifications most pertinent to the position will be invited to participate in the selection process, which may include a written test and an oral interview. Meeting the position's minimum requirements does not guarantee advancement in the selection process. Candidate qualifications will be assessed to determine those who meet and exceed requirements and are deemed the most competitive in the applicant pool.

Interview

Applicants selected for an interview may be required to take additional tests or assessments and will be notified of such prior to the date of the interview. During the oral session, those selected for interviews will, in addition to the above, also be evaluated on the following factors:

- Oral communication skills
- Presentation
- Problem-solving skills

A predetermined set of questions will be asked of all applicants interviewed. Applicants are requested to provide thorough yet concise information on their related experience to ensure the correct evaluation of their qualifications. Evaluation criteria will be applied consistently to all applicants.

Application Procedures

To ensure full consideration, all applicants must submit a complete Rancho Santiago Community College District online application that includes the items listed below by the position's closing date. Recruitment will review all applications for completeness, and only complete application packets will be forwarded to the screening committee for further review.

A Complete Application Packet Must Include the Following:

1. RSCCD Online Application



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2. Resume - details all relevant education, training, and other work experience

Disability Accommodations

Individuals who require reasonable accommodations in the Application or Interviewing Process in accordance with ADA should notify the Recruitment Office in the Human Resources Division at least two days prior to the closing date, by calling (714) 480-7455.

Conditions of Employment The selected candidate is required to complete the following before employment as part of the onboarding process:

1. Present original documents for proof of eligibility to work in the United States.
2. Provide a certificate of Tuberculosis Exam.
3. Fingerprints (by a Live Scan Agency at the candidate's expense, and clearance must be received before the first day of employment)

To apply, please visit <https://www.schooljobs.com/careers/rsccd/jobs/4708005/curriculum-specialist>

Contact Information

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

Contact

School of Continuing Education
Rancho Santiago Community College District