

**Curriculum Analyst**  
**San Diego Community College District**

Direct Link: <https://www.AcademicKeys.com/r?job=253555>

Downloaded On: Feb. 22, 2025 12:46pm

Posted Feb. 20, 2025, set to expire Mar. 14, 2025

**Job Title** Curriculum Analyst  
**Department** Instructional Services  
**Institution** San Diego Community College District  
San Diego, California

**Date Posted** Feb. 20, 2025

**Application Deadline** 03/14/2025

**Position Start Date** Available immediately

**Job Categories** Professional Staff

**Academic Field(s)** Administration - Other

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**Job Description**

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**Curriculum Analyst**

**San Diego Community College District**

**Closing Date:** 3/14/2025

**Position Number:** 00120599

**Location:** San Diego City College

**Position Type:**

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### The Position:

Posting Details (Default Section)

Closing Date: 03/14/2025 Open Until Filled No Classification Title Curriculum Analyst Working Title Recruitment Limits Location San Diego City College Pay Information Range 1 (\$5,850.00 - \$9,529.03) per month based on the current [Supervisory & Professional Administrators' Association](#). New employees will begin on step A (\$5,850.00). Promoted or transferred employees will be placed as specified in the CBA and is non-negotiable. The District offers a comprehensive fringe benefit package including employer paid: medical, dental and vision plans; sick and vacation leave; and opportunities for professional development. Initial Salary Placement, Promoted or transferred employees will be placed as specified in the SPAA - Supervisory & Professional Administrators Association Handbook. This position is FLSA Exempt and may not accrue overtime. A temporary probationary period will be applied to the employee entering this assignment. The SDCCD Employment Web Page provides a link to employee Collective Bargaining Agreements and Handbooks, and more information about terms and conditions of employment to include salary and benefits. Position Equivalent FTE: 1.0 FTE No. Months: 12 Months Position Number: 00120599 FLSA Status Exempt (does not accrue overtime) Position Type Classified Bargaining Unit Supervisory and Professional Range 1 Department Instructional Services The Position Applications are currently being accepted for Curriculum Analyst in the Vice President of Instruction Office, located at San Diego City College. Hours are (list days and hours). Selected candidates must be willing to adjust work days/hours based on the department's needs.

Under the direction of the Vice President of Instruction, supervise operations and assist in the coordination of college 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

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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, classified professionals, 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. Assist in agenda preparation and note taking for Curriculum Review Committee. Oversees the College Program Mapper for Guided Pathways. 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 subcommittees as a technical resource. Serves on the Curriculum Executive and Review Committees. Assist in the 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 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 district-wide regarding approval procedures and form processing. Respond to 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 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.

Please note that an employee may be transferred to any site at the option of the Chancellor.

Classification Description Click [here](#) for description.

If you would like to open the link in a different tab or window, right click and select the option. Desired Qualifications Knowledge: Applicable sections of California Education Code. Basic principles of employee training and supervision. Computer data management and analysis applications. Correct

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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. **Foreign Degree:** Applicants with foreign degrees from colleges or universities outside of the United States must have their coursework evaluated by a professional association that is a member of the National Association of Credential Evaluation Services ([NACES](#)) or Academic Credentials Evaluation Institute, INC. ([ACEI](#)). A copy of the evaluation must be submitted with your on-line application. **Commitment to Diversity:** All applicants must have demonstrated cultural competency and sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students, faculty and classified professionals.

Click [here](#) for the EEO / Diversity / Nondiscrimination - Policies and Procedures Special Instructions to Applicants: To ensure consistency, fairness, and alignment with our commitment to Diversity, Equity, Inclusion, and Accessibility (DEIA), please submit only the materials specifically requested in this posting (e.g., no personal photos, articles, etc.). Be sure to upload the required documents using the respective document name labels. Uploading extraneous materials, unless explicitly requested, may result in your application not being reviewed. Only complete application packets will be forwarded to the committee.

Application materials sent via mail, fax, or email will not be accepted. All correspondence, including interview invitations, will be communicated via email.

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We are dedicated to maintaining the confidentiality of all inquiries, nominations, and applications in the strictest confidence, and we encourage applicants from diverse backgrounds to apply.

1. Complete online application;
2. Letter of Interest;
3. Resume or CV; and
4. Three (3) Professional References included within the online application.

Tentative Timeline (Subject to Amendments) Start date 5/1/25 Conditions of Employment:

### **SELECTED CANDIDATE IS REQUIRED TO COMPLETE THE FOLLOWING PRIOR TO EMPLOYMENT:**

- Submit "official" college transcripts as stated on application (even if a degree is not a requirement for this position); Including Foreign Degree Evaluation, if applicable.
- Provide a Certificate of Tuberculosis Exam for initial appointment (Note: The certificate must be renewed every 4 years as a condition of continuing employment);
- Have fingerprints taken by a Live Scan computer at the District's expense (Clearance must be received prior to first day of employment);
- Present original documents for proof of eligibility to work in the United States **as required by the I9 Employment Eligibility Verification form**; AND,
- Attend a new hire processing appointment in People, Culture, and Technology Services located at the District Administrative Offices.

### **EMPLOYMENT AFTER RETIREMENT**

If you accept a contract (permanent) position with SDCCD and are a retired annuitant with CalPERS or CalSTRS, you must reinstate from your retirement system. Please reference the [CalPERS](#) or [CalSTRS](#) website for further information. Additional Information: **EMPLOYEE BENEFITS**

SDCCD provides a comprehensive fringe benefit package for its full-time classified employees. The District contributes toward the cost of the premium (including dependent coverage) for the medical insurance plan options. Additional benefits include dental, vision, sick leave, vacation and opportunities for professional development. Contract employees become members of the California Public Employees' Retirement System (CalPERS) upon appointment. Posting Number CL01751

### **Major Responsibilities:**

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### **Qualifications:**

#### **Desired Qualifications:**

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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.

### **Licenses:**

#### **Pay Information:**

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**To apply, visit: <https://www.sdccdjobs.com>**

*All applicants must have demonstrated cultural competency and sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students and staff.*

### **Contact Information**

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

#### **Contact**

Instructional Services  
San Diego Community College District

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