

Curriculum Specialist
Citrus Community College

Direct Link: <https://www.AcademicKeys.com/r?job=259582>

Downloaded On: Jul. 18, 2025 4:14am

Posted Jul. 10, 2025, set to expire Aug. 7, 2025

Job Title Curriculum Specialist
Department Academic Affairs Division Administration
Institution Citrus Community College
Glendora, California

Date Posted Jul. 10, 2025

Application Deadline 08/07/2025
Position Start Date Available immediately

Job Categories Professional Staff

Academic Field(s) Administration - Other

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Apply By Email

Job Description

Curriculum Specialist

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Recruitment Start Date 07/09/2025

Recruitment End Date 08/07/2025

Open Until Filled

First Consideration Date

Salary Range 38

Pay Rate \$5,644.71 - \$7,564.46 per month / \$32.57 - \$43.64 an hour

FLSA Status Non-Exempt

Benefits

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Health & Wellness

- Fully-paid [Medical, Dental, and Vision Insurance](#) for eligible employees and dependents
- Choice of HMO or PPO with very low co-pays and out-of-pocket costs
- Flexible Spending Accounts for healthcare and dependent care
- Free 24/7 Employee Assistance Program
- Basic Life and AD&D insurance for employees only

Work-Life Balance

- [19 Paid Holidays](#) and 12 Vacation Days annually
- 12 Sick Days annually
- Opportunity for remote work (up to two days per week) with manager approval
- Possibility of Modified Summer Schedule
- Professional Learning Opportunities
- No-cost Annual Staff Parking
- Free 24/7 employee assistance program
- Close proximity to the Metro rail system

Financial & Retirement Benefits

- [CalPERS/CalSTRS](#) Retirement Plans with District-paid post-retirement medical, dental, and vision (if eligible)
- 457(b), 403(b), & Roth 403(b) Deferred Compensation Plans
- [Longevity Salary Increases](#)
- District paid employee post-retirement medical for those who qualify

General Description/Summary

POSITION SUMMARY

Provides a variety of administrative secretarial and technical support to two governance committees: Academic Senate and Curriculum Committee. Prepares and posts agendas and minutes following Brown Act requirements for Academic Senate and Curriculum Committee. Supports the development, approval, and implementation of the District's curriculum including courses, skill awards, certificates,

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and degrees. Coordinates and provides support to administrative processes for establishing, changing, coding, maintaining, and reporting curriculum related activities. Coordinates activities connected with the section scheduling process. Provides a variety of administrative and technical support related to the District's program review process including support for the Program Review and Student Learning Outcomes and Assessment Committee.

Minimum Qualifications/Education and Experience

- An associate degree, or the completion of at least sixty (60) college-level semester units, and two years of secretarial experience; or, in the absence of an associate degree, or the completion of at least sixty (60) college-level semester units, four years of secretarial experience.

Preferred Qualifications

- Two years of increasingly responsible administrative assistance experience in a college instructional office that involved working with processes for curriculum development and changes, and college catalog production.
- Understanding of learning outcomes and program review.
- Demonstrates sensitivity to, understanding of, and ability to work with the diverse academic, socioeconomic, ethnic, religious, disability, gender, gender identity, sexual orientation, immigrant status, and cultural background of community college students, faculty, and staff; and successfully fosters and supports an inclusive educational and work environment.

Licenses and Certificates

Essential Duties and Responsibilities

Curriculum Committee:

- Receives, examines, and makes corrections to curriculum documents submitted by instructional and administrative staff from campuses, ultimately for inclusion in committee and Board Agendas.
- Presents curriculum to committees, making revisions and modifications as appropriate and directed. Obtains proper signatures, completes, and submits approved items to the Chancellor's office.
- Enters approved curriculum information into internal and/or external databases including the California Community College Chancellor's Office (CCCCO) Curriculum Inventory. Develops, maintains, and updates a variety of reports, lists, and databases related to curriculum and programs.
- Participates in updating curriculum-related information for the college catalog. Confers with support staff regarding the maintenance of curriculum files on the server. Reviews courses and programs for

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accuracy.

- Provides administrative assistance to administrators who oversee curriculum processes. Serves as an informational resource, responding to requests, inquiries, and questions from administrators, faculty, staff, and students. Responds verbally or through correspondence, referring difficult or sensitive matters to an administrator.
- Composes correspondence on curriculum and related matters. Prepares various reports, contracts, Board agenda items, statistical data, and other materials as to support the curriculum development and maintenance function.
- Prepares and maintains a variety of special materials such as, but not limited to, directories and class schedules. Prepares and/or oversees preparation of internal and externally mandated administrative reports.
- Researches, compiles, analyzes, and summarizes data for special projects, programs, and reports. Coordinates and performs special projects and programs.
- Coordinates and attends a variety of meetings, preparing agendas and minutes, and posting in accordance with Brown Act requirements. Maintains a calendar of curriculum and other committee activities, coordinating with other departments for attendance. Records and transcribes proceedings, ensuring that minutes and reports are distributed to administrative staff, the Board, and others as appropriate.
- Maintains up-to-date records, logs, and filing systems pertaining to curriculum and curriculum development.
- Provides instruction to faculty and staff on documentation needed for curriculum development, modification, and maintenance.
- Receives telephone calls, interviewing callers for purpose, handling routine matters independently, providing information as appropriate, or routing calls to others.

Academic Senate:

- Supports the Academic Senate President; prepares official agendas and minutes, and coordinates meeting spaces and audiovisual resources. Posts agendas and minutes in accordance with Brown Act requirements; handles information in a confidential manner.
- Coordinates special meetings of task forces and subcommittees of Academic Senate as needed.
- Coordinates with other governance committees regarding shared initiatives, including but not limited to, review and approval of board policies and administrative procedures, and faculty appointments to governance committees.
- Coordinate posting of agendas, minutes, and other Academic Senate documents to the webpage.

Program Review:

- Supports the Program Review Coordinator; prepares agendas, minutes, and coordinates meeting

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space and audiovisual resources for the Program Review and Student Learning Outcomes and Assessment Committee.

- Provides administrative assistance to administrators, faculty, and staff who oversee program review processes. Serves as an informational and technical resource, responding to requests, inquiries, and questions from administrators, faculty, staff, and students. Responds verbally or through correspondence, referring difficult or sensitive matters to an administrator.
- Maintains District program review document database(s) and calendars including instructional student learning outcomes assessment.
- Provides technical support to faculty and staff on documentation needed for program review and student learning outcomes assessment.

General:

- Monitors projects by prioritizing and tracking time lines and activities, following up on a variety of items and details, researching and coordinating information sources.
 - Establishes, revises, and maintains filing system and other clerical procedures. Reviews existing procedures and makes suggestions for improving work flow.
 - Prepares requisitions and tracks available budget for necessary purchases and travel.
 - Processes invoices or other requests for payment, prepares supporting documentation, and resolves invoicing, purchase order, and other financial documentation questions or problems with affected vendor and/or appropriate Business Services staff member.
- Performs other duties as assigned that support the overall objective of the position.

Knowledge, Skills and Abilities

- Requires a working knowledge of the degrees, certificates, and academic majors offered by the College.
 - Requires in-depth knowledge of the curriculum development, maintenance, and review process and procedures.
 - Requires a working knowledge of the guidelines and procedures used in the curriculum articulation process for two- and four-year colleges, as well as state community college regulations and requirements.
 - Requires a basic knowledge of the matriculation rules, laws, policies, procedures, and requirements for maintaining an accredited curriculum record.
 - Requires a working knowledge of reading and adoption procedures used by governing boards.
- Requires a working knowledge of personal computer-based software programs that support this level of work, including but not limited to, word processing, spreadsheet, presentation graphics, and data entry onto custom databases.

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- Requires basic skill at facilitating small group decision-making processes.
- Requires sufficient math skill to interpret statistics and perform a full range of arithmetic calculations.
- Requires thorough knowledge of proper English usage, grammar, spelling, and punctuation.
- Requires sufficient human relation skills to convey technical concepts to others and conduct informal presentations to small groups.
- Requires the ability to independently perform all of the duties of the position efficiently and effectively.
- Requires the ability to use language skills to read, analyze, and interpret information on a course and program descriptions, technical procedures and governmental regulations.
- Must be able to write reports, correspondence, and informational materials.
- Must be able to speak effectively when facilitating small group processes.
- Must be able to describe, interpret, and prepare outlines for course content.
- Must be able to maintain large amounts of information in electronic and manual files.
- Requires the ability to plan, organize, and prioritize work in order to meet schedules and timelines, including those required of governing boards.
- Requires sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students and staff.

Physical Abilities

- Incumbent must be able to function indoors in an office environment engaged in work of primarily a sedentary nature, and to perform the following work, with or without reasonable accommodation.
- Requires ambulatory ability to sit upright, often for long periods of time, to utilize microcomputer and accomplish other desktop work, and to move to various campus locations.
- Requires the ability to utilize near vision to read printed materials and microcomputer screen.
- Requires auditory ability to carry on conversations in person and over the phone.
- Requires the ability to retrieve work materials from overhead, waist, and ground level files.
- Requires manual and finger dexterity to write, to use a pointing device and keyboard at an advanced rate, to operate microcomputer, and to operate other office machinery, almost constantly requiring repetitive motions.

Working Condition

Work is performed indoors where some safety considerations are minimal.

Department Academic Affairs Division Administration

Job Category Classified

Assignment Full-Time

Percentage of Time

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100%

Months per Year 12 months

Work Days per Week M-F

Work Schedule per Day M-F 8:00 am - 5:00 pm

Work Shift Days

Bargaining Unit Classified

Citrus College Diversity Statement

CITRUS COLLEGE IS AN EQUAL OPPORTUNITY EMPLOYER

It is the policy of Citrus College to not discriminate against and to encourage a diversity of applicants based on national origin, religion, age, sex or gender, race, color, medical condition, ancestry, sexual orientation, marital status, physical or mental disability, use of family and medical care leave, genetic information, military or veteran status, gender identity, gender expression, or because they are perceived to have one or more of the preceding characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics.

SPECIAL INSTRUCTIONS TO APPLICANTS:

Applications are considered legal documents, and as such, all areas of the application must be completed, or your application packet will be considered incomplete and will not be moved forward. While it may be appropriate in some areas of your application to use "NA" (not applicable), do not use terms such as "see resume" or "see attached". When listing your work experience, please specify the beginning and end dates for each job you held and describe your experience.

Applicants are responsible for ensuring that all required documents, and those additional documents you choose to include, are attached BEFORE clicking the "Finished Attaching Documents" button and confirming. It is advisable to attach "Optional" documents first, and then "Required" documents once you are ready to click on the "Finished Attaching Documents" button and confirming.

Application and Supplemental Questionnaire must be complete. A resume will not substitute for a fully completed employment application and supplemental questionnaire. Incomplete applications will be rejected. When listing your work experience, please specify the beginning and end dates for each job you held and describe your experience.

Additional documents CANNOT be added to your electronic application packet once you click on "Finished Attaching Documents" and receive your confirmation number; so, please be sure you have

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all documents you will upload handy and in an electronic format. THE APPLICANT TRACKING SYSTEM WILL NOT ACCEPT DOCUMENTS LARGER THAN 2MB. IF YOUR DOCUMENTS DO NOT UPLOAD, PLEASE RESIZE/COMPRESS THE FILE. If you do not have all your documents handy at the time you are applying for the position, we advise you to click on "Finish Attaching Documents Later". Be sure, however, to finish attaching your documents BEFORE the close or first consideration date for the position. Please remember, you will NOT be able to attach additional documents after you have selected "Finished Attaching Documents" and have received a confirmation number, and you will not be able to apply for a position after the position has closed.

About Transcripts

- Candidates must upload copies of all transcripts (need not be official at the time of application) which prove sufficient for verifying minimum qualifications for this position.
- Official transcripts will be required at the time of the job offer.
- Transcripts must be from the awarding institution and must show that the degree has been awarded (or conferred) and the year.
- Degree(s) must be earned (or conferred) from accredited institution(s) or an equivalent foreign institution by the first consideration date for this position.
- All degrees must be verifiable on a legible transcript by the indicated first consideration date for this position.
- Foreign transcripts must be transcribed in English AND evaluated for U.S. equivalency by a bona fide U.S. evaluation service.

Selection Process

- A selection committee will review application packages of those candidates who have met the minimum qualifications for this position and will select a limited number of qualified candidates for an interview.
- Each candidate may be asked to deliver a presentation on a topic of the selection committee's choice. The candidate will be informed of the topic when an interview appointment is scheduled.
- Each candidate may be asked to complete a writing prompt just prior to the interview.
- Travel costs must be borne by the applicant.
- Final candidates for faculty, management, and supervisor/confidential positions may be interviewed by the Superintendent/President.
- If selected as a finalist, the candidate permits the District to contact current and former employer(s) to investigate employment history.

Quick Link

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<https://employment.citruscollege.edu/postings/1261>

Contact Information

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

Contact

Academic Affairs Division Administration
Citrus Community College

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