

Curriculum Specialist - Classified - Spokane Falls
Community College
Community Colleges of Spokane

Direct Link: <https://www.AcademicKeys.com/r?job=263190>

Downloaded On: Sep. 30, 2025 9:44pm

Posted Sep. 30, 2025, set to expire Oct. 10, 2025

Job Title Curriculum Specialist - Classified - Spokane Falls
Community College
Department SFCC VP of Learning Office
Institution Community Colleges of Spokane
Spokane, Washington

Date Posted Sep. 30, 2025

Application Deadline 10/10/2025

Position Start Date Available immediately

Job Categories Professional Staff

Academic Field(s) Administration - Other

Apply Online Here <https://apptrkr.com/6605629>

Apply By Email

Job Description

Image not found or type unknown



Curriculum Specialist - Classified - Spokane Falls Community College

Community Colleges of Spokane

Location:Spokane Falls Main Campus Spokane

Department:SFCC VP of Learning Office

Salary Range: \$4,882 - \$6,576

Curriculum Specialist - Classified - Spokane Falls
Community College
Community Colleges of Spokane

Direct Link: <https://www.AcademicKeys.com/r?job=263190>

Downloaded On: Sep. 30, 2025 9:44pm

Posted Sep. 30, 2025, set to expire Oct. 10, 2025

Starting salary for this position is: \$4,882 (Monthly)

Employees hired at the entry step of this range receive salary step advancement after six months and every 12 months thereafter. An employee hired at anything higher than the entry step of the range will have salary step advancement after 12 months and every 12 months thereafter until they reach the top of the salary range. Each salary step advancement will be approximately a 5% increase.

About Us

Spokane Falls Community College, part of Spokane Colleges, serves 6,000 students with liberal arts/transfer and professional technical programs across a 12,302 square mile region in Eastern Washington.

Applications will be accepted until 4:00 p.m. PST on 10/10/2025. The application process will not be available after this time. To ensure consideration make sure your application is completed and submitted as soon as possible. Applications will only be accepted prior to 4:00 p.m. on the closing date.

Curriculum Specialist - Classified - Spokane Falls
Community College
Community Colleges of Spokane

Direct Link: <https://www.AcademicKeys.com/r?job=263190>

Downloaded On: Sep. 30, 2025 9:44pm

Posted Sep. 30, 2025, set to expire Oct. 10, 2025

About the Program Specialist 3

JOB SUMMARY

The Curriculum Specialist is responsible for Spokane Falls Community College's (SFCC) organization-wide curriculum business process and plays an integral role in college-wide Guided Pathways initiatives, and program review processes. Curriculum and program map development are essential for the college to maintain and grow innovative courses and programs that meet the needs of our community within the framework of Guided Pathways.

Under general direction of the Vice President of Learning (VPL), this position works independently with SFCC's Curriculum Committee and State Board for Community and Technical Colleges (SBCTC) to develop and approve curriculum. This position works collaboratively with faculty and staff in the development and articulation of SFCC curriculum and program mapping, ensures all SBCTC/Intercollege Relations Commission (ICRC) rules and regulations are followed and guarantees that curriculum development and records comply with Northwest Commission on Colleges and Universities (NWCCU) standards.

DUTIES AND RESPONSIBILITIES

- Prepare, develop and maintain all curriculum proposals and meeting materials for the SFCC Preview and Curriculum Committees. Act as the key support and recorder at all meetings. *
- Assist and provide technical support to faculty and instructional staff to update, maintain, and/or develop new curriculum for courses, programs, and program maps. Anticipate potential conflicts and attempt resolution before problems occur. Assist with all required research and paperwork prior to submittal and approval by the SFCC Preview and Curriculum Committees. *
- Create, coordinate, and accurately maintain all curriculum files, records, and course data in PeopleSoft. Coordinate and prepare SFCC Curriculum Committee annual reports. *
- Collaborate with registrar's office to exchange information and resolve issues. Update and maintain lab and course fees to ensure timeliness of the production of class schedule and college catalog. *
- Ensure compliance with federal, SBCTC and ICRC rules and regulations, and NWCCU standards and requirements. Prepare required forms and reports related to curriculum and articulation. *
- Update and maintain the SFCC curriculum website, iCatalog, and program maps to include up-to-date and accurate information on state and college approved courses, programs, and curriculum. *
- Prepare, manage, and provide information on SFCC programs and courses required for external

Curriculum Specialist - Classified - Spokane Falls
Community College
Community Colleges of Spokane

Direct Link: <https://www.AcademicKeys.com/r?job=263190>

Downloaded On: Sep. 30, 2025 9:44pm

Posted Sep. 30, 2025, set to expire Oct. 10, 2025

reporting as needed for learning outcomes assessment, and accreditation. *

- Serve as liaison between SFCC, Spokane Community College (SCC), the District Office, and SBCTC on curriculum coordination and implementation. *
- Work collaboratively with college and district committees related to curriculum and articulation. *
- Facilitate creation and maintenance of Guided Pathways program maps and related webpages *
- Plan, design and document specialized business processes to improve and support Guided Pathways initiatives that touch upon curriculum.
- Prepare program maps for the review process and determine proper routing. Resolve complex problems, provide technical assistance and specialized consultation to stakeholders from the proposal stage to the final publishing stage.
- Assist the Director of Planning, Institutional Effectiveness & Research (PIER) and VPL with the program review process. *
- Perform related duties as assigned by the VPL, including assisting walk-in students, staff and public with campus directions and general information as needed. *
- Model professional decorum and mutual respect in all personal interactions. *
- Comply with district policies, procedures and directives, state and federal regulations, orders and statutes and collective bargaining agreements. *
- Support and advance the Spokane Colleges strategic plan, and perform other duties as assigned. *

**Indicates this is an essential duty.*

COMPETENCIES

- Manages Complexity
- Decision Quality
- Action Oriented
- Plans & Aligns
- Ensures Accountability
- Drives Results
- Collaborates
- Instills Trust
- Demonstrates Self-Awareness
- Self-Development
- Nimble Learning
- Situational Adaptability

Curriculum Specialist - Classified - Spokane Falls
Community College
Community Colleges of Spokane

Direct Link: <https://www.AcademicKeys.com/r?job=263190>

Downloaded On: Sep. 30, 2025 9:44pm

Posted Sep. 30, 2025, set to expire Oct. 10, 2025

Learn more about [our competencies](#).

MINIMUM QUALIFICATIONS

- Bachelor's degree or higher from an accredited institution. Or an equivalent mix of education and experience that demonstrates the candidate meets all competency requirements for this position.
- Knowledge of state, and local level educational curriculum regulations and guidelines.
- Ability to work cooperatively with faculty, staff and administrators,.
- Ability to use computerized information/software relevant to the position.
- Proficient in communication skills.
- Ability to facilitate complex meetings.
- Ability to work effectively under pressure, with a high degree of accuracy, and meet deadlines while exercising sound judgment and discretion.

DESIRED QUALIFICATION

- Experience working in higher education environment.
- Experience working in the area of curriculum development.
- Experience working with SBCTC and ICRC policies and procedures.
- Knowledge or experience with student management systems (e.g., PeopleSoft).

PHYSICAL REQUIREMENTS

- Work is performed in a normal, temperature-controlled office environment.
- Work is sedentary in nature.
- Frequent use of computer and exposure to terminal screens.
- Visual focus and strain.
- Frequent repetitive hand/wrist motions and finger manipulation.
- Work directly with students/clients.

CONDITIONS OF EMPLOYMENT

- Full-time schedule (12-month, 40-hours a week).
- 6-month probationary period.

Curriculum Specialist - Classified - Spokane Falls
Community College
Community Colleges of Spokane

Direct Link: <https://www.AcademicKeys.com/r?job=263190>

Downloaded On: Sep. 30, 2025 9:44pm

Posted Sep. 30, 2025, set to expire Oct. 10, 2025

- This position is overtime eligible.
- Requires local or regional travel. If using personal vehicle proof of driver's license and car insurance required.
- Criminal background check required.
- This position is covered under a collective bargaining agreement. Membership is optional.

Person hired must be able to provide acceptable documentation of U.S. Citizenship or lawful authorization to work in the United States. This is an absolute condition of employment. An offer of employment will not carry with it any responsibility or obligation on the part of the district to sponsor an H1-B visa. In addition, the Spokane Colleges maintain a drug-free work environment and prohibits all smoking in the college buildings and state-owned vehicles. Must be able to successfully work in and promote a multicultural work and education environment.

Prior to a new hire, a background check including criminal record history will be conducted. Information from the background check will not necessarily preclude employment but will be considered in determining the applicant's suitability and competence to perform in the position. Once an applicant is chosen for a position, they are required to complete and submit a declaration regarding sexual misconduct and investigation per state law.

Benefits Information

Medical, dental, life and long term disability insurance benefits are provided as currently administered under Public Employees Benefits Board; WA State Retirement Plan; vacation and sick leave begin to accrue at the rate of one (1) day per month, upon employment. (For positions that are less than full time, leave accruals will be prorated to the percentage of the position.) This position is designated a bargaining unit position and union membership is not a condition of employment. Leave accruals and usage are governed by the WFSE collective bargaining agreement.

[Public Employees Benefits Board](#)

[Additional benefits information](#)

Required Application Materials

To qualify for consideration, applicants must meet required competencies and submit a complete application packet, which includes the following:

Curriculum Specialist - Classified - Spokane Falls
Community College
Community Colleges of Spokane

Direct Link: <https://www.AcademicKeys.com/r?job=263190>

Downloaded On: Sep. 30, 2025 9:44pm

Posted Sep. 30, 2025, set to expire Oct. 10, 2025

- Cover letter - addressing your qualifications relevant to the responsibilities of this position.
- Resume.
- References - the names, addresses, and phone numbers of three professional references.

For questions regarding a job application or the hiring process, or if you require an accommodation during the application or interview process, please contact HR at CCS.Recruiter@ccs.spokane.edu.

Equal Opportunity Institution

Spokane Colleges provides equal opportunity in education and employment and does not discriminate on the basis of race, color, national origin, citizenship or immigration status, age, perceived or actual physical or mental disability, pregnancy, genetic information, sex, sexual orientation, gender identity, marital status, creed, religion, veteran or military status, or use of a trained guide dog or service animal. This policy is in accordance with state and federal laws including Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and the Americans with Disabilities Act of 1990.

Direct all inquiries or grievances regarding access, Title IX, ADA, equal opportunity compliance, and/or grievances to:

Frederick Davis, MA

Chief Human Resources Officer

Spokane Colleges

P.O. Box 6000, MS1004

Spokane, WA. 99217-6000

509-434-5040/ ccs.titleix@ccs.spokane.edu.

To apply, please visit: <https://careers.ccs.spokane.edu/jobs/curriculum-specialist-classified-spokane-falls-community-college-spokane-washington-united-states>

Contact Information

Please reference Academickeys in your cover letter when

Curriculum Specialist - Classified - Spokane Falls
Community College
Community Colleges of Spokane

Direct Link: <https://www.AcademicKeys.com/r?job=263190>

Downloaded On: Sep. 30, 2025 9:44pm

Posted Sep. 30, 2025, set to expire Oct. 10, 2025

applying for or inquiring about this job announcement.

Contact

SFCC VP of Learning Office
Community Colleges of Spokane

,