

EL CAMINO COMMUNITY COLLEGE DISTRICT

CLASS TITLE: CURRICULUM ADVISOR

BASIC FUNCTION:

Under the direction of the Vice President of Academic Affairs, perform a variety of responsible duties requiring a detailed knowledge of the curriculum structure and function of the College; provide specialized curriculum advisement and other related curricular services.

REPRESENTATIVE DUTIES:

Coordinate the District's curriculum process. Maintain the accuracy and integrity of the district curriculum records for instructional programs and courses including all Course Outlines of Record.

Manage the college curriculum inventory of courses, programs, degrees and certificates. Review and edit curriculum documents to assure compliance with District Board Policies and Title 5 regulations.

Serve as liaison and technical resource to the curriculum committee and faculty; assist in the preparation of the agenda and materials; develop and recommend timelines; attend meetings and take minutes.

Serve as liaison to the Chancellor's Office and maintain the district's curriculum inventory at the Chancellor's Office.

Provide direction for new course and program development to ensure compliance with state requirements including matriculation, intersegmental general education transfer curriculum, program review, course review, and other related areas.

Interpret, apply and explain complex curriculum rules, Title 5 regulations, requirements, and restrictions to divisions, administrators, faculty and staff; serve as resource person in the area of curriculum.

Plan, develop and conduct workshops to provide specialized assistance and information relating to curriculum.

Coordinate the training of faculty and staff in the use of the curriculum management system.

Provide on-going technical assistance and training to division coordinators, deans and other staff regarding data entry relative to courses, sections and schedule development.

Facilitate CCC Functions and serve in an advisory role on the College Curriculum Committee and other related committees as appropriate.

Coordinate curriculum procedures and data with other campus divisions, including but not limited to Information Technology, Admissions and Records, Public Relations and Marketing and Fiscal Services, to ensure curricular requirements and data are consistent and correct.

Coordinate the planning and production of the College Catalog and Schedule of Classes which includes auditing and verifying the work of staff related to schedule input, proofreading and developing timelines for schedule preparation.

Prepare, review, and edit curricular items for the College Catalog and Schedule of Classes for correct information and content.

Assist in the development of the schedule of classes and timelines for schedule preparation.

Train and provide work direction to assigned personnel and student assistants.

Operate standard office equipment, including job-related computer hardware and software applications, facsimile equipment, and multi-line phones.

Research and learn new software applications.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Procedures of curriculum development, guidelines which must be followed to conform with State funding requirements and Information Systems practices with regard to curriculum.

Course scheduling procedures.

Modern office practices, procedures and equipment.

Record-keeping techniques.

Oral and written communication skills.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Laws, rules, regulations involved in assigned activities.

Interpersonal skills using tact, patience and courtesy.

ABILITY TO:

Interpret, organize and present complex curriculum proposals.

Maintain and update extensive records and files.

Recommend operational procedures and policies.

Work closely and effectively with Instructional Divisions, Counseling, Information Systems and Admissions personnel with regard to curriculum matters.

Read, interpret, apply and explain rules, regulations, policies and procedures.

Communicate effectively both orally and in writing.

Plan and organize work.

Meet schedules and time lines.

Work independently with little direction.

Understand and work within scope of authority.

Establish and maintain cooperative and effective working relationships with others.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: two years of college level course work in liberal arts or related field and three years of increasingly responsible experience with curriculum related matters such as scheduling and catalog development at the college level.

Classified Salary Range 36

Revised and Board Approved: March 21, 2017