DESERT COMMUNITY COLLEGE DISTRICT

<u>CURRICULUM & CATALOG SPECIALIST</u>

<u>BASIC FUNCTION</u>
Under the direction of the Vice President, Academic Affairs, perform a variety of specialized work related to the operations and functions of the District's curriculum services; coordinate and maintain curriculum database; maintain and operate computer programs related to District curriculum files and catalog base programs; serve as technical resource to faculty and administrators in preparation of curriculum proposals to assure compliance with State and local rules, regulations and policies; plan and coordinate the development and publishing of the college catalog; prepare and update the curriculum planning handbook and related materials. Serve as a liaison to the Chancellor's Office for curriculum related matters.

<u>REPRESENTATIVE DUTIES</u>
1. Coordinate the District curriculum process. Maintain the accuracy and integrity of the district curriculum records of instructional programs and course documents. *E*
2. Maintain, and update records; operate computer programs related to District curriculum files, catalog base programs and enter related data; enter data into catalog database and original taxonomy programs; identify and enter TOP codes, CIP codes, major codes, departments, divisions, degree and certificate programs according to established procedures; provide divisions with listings of courses for review purposes. Serve as liaison to the Chancellor's Office for curriculum matters. . *E*
3. Serve as liaison and technical resource to the Curriculum Committee; assist in the preparation of the agenda and materials; develop and recommend timelines; update curriculum and academic programs websites; attend meetings and take minutes. *E*
4. Review and edit curriculum documents and course outlines as appropriate; review new and modified programs of study and make recommendations as necessary; assure compliance of District Board policies and Title V regulations; train and assist faculty and staff in completing on-line course outline forms. Train and support faculty in use of curriculum management system. *E*
5. Conduct research for courses, classes and other related data on various computer database programs; assist administrators, faculty and others with research of State and local rules, regulations and policies as directed. *E*
6. Plan, organize and coordinate the preparation of the college catalog; establish and meet timelines; maintain currency of information in the catalog; coordinate publishing with printers. Serve as editor for the college catalog, *E*
7. Interpret, explain and disseminate Title V regulations to divisions, administrators, faculty, and staff; compare and contrast changes to Title V regulations and make appropriate adjustments to materials and other resources as required. *E*
8. Maintain files of District Course Outlines of Record; provide copies to students, faculty and staff as requested; prepare and update Course Outlines of Record as requested by faculty. *E*
9. Provided technical assistance to faculty and staff for programs including student learning outcomes and program review. *E*
10. Prepare District's curriculum planning handbook and distribute to faculty and staff; update handbook and inform faculty and staff of changes or additions by distributing updated pages; update on-line handbook. *E*

11. Plan, design and create various reports as required by state agencies, administrators, faculty and others regarding courses and classes offered by the District. *E*
12. Assist Articulation Officer; update District's on-line curriculum changes using ASSIST.   Update the list of District, IGETC, and CSU general education courses and UC Transfer Courses. *E*
13. Assist Scheduler in the development and maintenance of class schedule; serve as primary backup to Scheduler
14. Serve on committees as assigned. Attend regional meetings and other workshops related to curriculum and articulation..
15. Perform related duties as assigned.

KNOWLEDGE AND ABILITIES
Knowledge of: District curriculum; Title V regulations and related District instructional and student Policies and procedures; policies related to student and instructional records; curriculum requirements at the community college level; curriculum management systems; specialized functions, activities and operations of an assigned student services area; correct English usage, grammar, spelling, punctuation and vocabulary; operation of office machines including computer equipment and applicable software including word processing, spreadsheet; desk-top publishing; and e-mail; district organization, operations, policies and objectives, complex mathematical concepts.
ABILITY TO: Perform a variety of specialized work related to the operations and functions of the District's curriculum services; interpret, apply and implement rules, regulations and policies; record-keeping techniques; interpersonal skills using tact, patience and courtesy; advise and train faculty and staff on technical matters; use initiative and judgment while working independently; perform specialized clerical and technical duties in an assigned student services area; perform specialized technical duties in support of program activities; operate office machines including a computer and applicable software including database management, word processing, spreadsheets, webpage and portal management, and email; set and meet deadlines, to learn articulation requirements and terms, answer telephones and greet the public courteously; assemble, research, organize and prepare data for records and reports; sit for extended periods of time; bend at the waist, kneel or crouch.

EDUCATION AND EXPERIENCE
Any combination equivalent to: An Associate's degree and three (3) years working with information systems used to support curricular functions, and instructional or educational programs..

WORKING CONDITIONS
Environment: Office environment. Constant interruptions.

EMPLOYMENT STATUS
Bargaining Unit Position

E=Essential Functions