

## **DESERT COMMUNITY COLLEGE DISTRICT**

### **LEAD CURRICULUM & CATALOG SPECIALIST**

#### **BASIC FUNCTION**

Under the direction of the Vice President of Instruction, administer and oversee operations and assist in the coordination of the District's curriculum development, review, and approval processes. Manage the maintenance of curriculum and catalog databases. Review and analyze programs and course proposals submitted by academic units for technical accuracy and for compliance with the District policies and procedures, state regulations, education codes, and federal regulations. Lead functional expert for District used curriculum management module, including course and program files. Plan, organize, and manage the updating of the District catalog and addendum, both online and printed. Oversee District access to the Chancellor's Office Curriculum Inventory (COCI) and serve as the lead liaison to the Chancellor's Office for curriculum related matters.

#### **REPRESENTATIVE DUTIES**

1. Administer and oversee operations and assist in coordination of District curriculum process. Maintain the accuracy and integrity of the district curriculum records of instructional programs and course documents. *E*
2. Review and analyze curriculum for compliance with state regulations and education code, federal regulations, and District policies and procedures; audit all new courses and programs MIS codes and documentations before submitting to the Chancellor's Office; assist the Accreditation Liaison Officer in completing ACCJC requirements for new programs; collaborate with Financial Aid Director on new programs for submission to the Department of Education. *E*
3. Maintain currency in and disseminate information to faculty, administrators, and staff applicable California Education Code, Title V, and Chancellor's Office legal advisories, policies, and regulations for effect on District procedures, processes, and reporting and analyze impact on curriculum. *E*
4. Oversee submission of programs and courses to the Chancellor's Office Curriculum Inventory (COCI) including the required documentations; make sure that the programs and courses submitted aligned with California Education Code, Title V, and Chancellor Office Program & Course Approval Handbook (PCAH). Serve as the lead liaison to the Chancellor's Office for curriculum matters. *E*
5. Prepare and submit the annual Prerequisite Survey to the Chancellor's Office. *E*
6. Serve as the lead functional expert for the District's curriculum management module, including course and program files; participate in the review and testing of system upgrades; supervise in reviewing, updating, and maintaining course and program records including MIS data in collaboration with District IT personnel; serve as a resource on the interpretation of technical information and implications on operations and procedures; identify and resolve issues and concerns relating to implementation, operations, policies, and procedures and coordinate the resolution of technical issues, prepare and maintain reports and statistics as required. *E*

7. Provide administration, faculty, and staff with training and support on how to access and use the course and catalog management systems; provide technical support and assist in creating, updating, and maintaining academic programs and course outline of records; serve as the lead liaison between Curriculum and Catalog, especially regarding the mapping of data flow from the curriculum to catalog management systems; troubleshoot problems. *E*
8. Serve as the lead liaison and technical resource to the Curriculum Committee; assist in the preparation of the agenda and materials; develop and recommend timelines; respond to more difficult questions as referred by assigned staff; manage curriculum and academic programs websites; attend meetings. *E*
9. Plan, design, and create various reports/research for programs, courses and other related data on various computer database programs including the Chancellor's Office Curriculum Inventory (COCI); prepare reports to faculty and staff on programs and courses including student learning outcomes (SLOs), program learning outcomes (PLOs), distance education courses, vocational/CTE programs and courses, gainful employment programs, etc.; perform special projects and research requested by administrators, faculty, and others. *E*
10. Serve as the system administrator of online catalog management system; oversee and monitor the production of the annual catalog; evaluate process and plan improvements; coordinate publishing with printers. Serve as editor for the College catalog. *E*
11. Document and update the status of outlines including updating, revising, and deleting data associated with courses, such as prerequisites, co-requisites, and advisories, materials/other fees, distance education courses, general education courses, transferable courses, and all the MIS Data elements. *E*
12. Manage, create, and maintain courses, degrees, certificates, and major codes in Colleague and CCCApply databases. *E*
13. Assist Articulation Officer in administering the course and program articulation process. Oversee maintenance of master course inventory in ASSIST database; update the list of District, IGETC, CSU general education courses, UC Transfer Courses, CSU Transfer Courses; submit course outline of records to UC and CSU for approval via ASSIST. *E*
14. Update all published materials related to the curriculum (new/deleted courses & programs) and catalog (catalog addenda); helps maintain the curriculum portal/websites and all related documentation. *E*
15. Train and provide work direction; review and audit work of Curriculum & Catalog Specialist.
16. Assist Scheduler in the development and maintenance of class schedule; serve as primary backup to Scheduler.
17. Participate in additional assigned committees. Attend state and regional meetings and other workshops related to curriculum and articulation.
18. Perform related duties as assigned.

## **KNOWLEDGE AND ABILITIES**

**Knowledge of:** Higher education curriculum; Chancellor's Office Program and Course Approval Handbook (PCAH); California Education Code and Title V regulations and related instructional and student policies and procedures; policies related to student and instructional records; curriculum requirements at the community college level; curriculum, catalog, and articulation 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; complex mathematical concepts.

**ABILITY TO:** Work on a variety of curriculum, catalog, and articulation activities simultaneously. Work independently with no supervision; meet schedules and timelines; analyze and interpret complex curriculum issues, advise and make recommendations; read, comprehend, and interpret applicable sections of California Education Code, Title V, and Chancellor's Office legal advisories, policies, and regulations pertaining to community college curricula and educational program development. Conduct the technical review of programs and course outlines for compliance; coordinate many different duties, determine the relative importance of each, set deadlines and complete projects accurately and quickly; establish and maintain effective and cooperative working relationships with faculty, staff, and others connected in the performance of duties; analyze situations, make decisions in procedural matters and act independently; communicate clearly and effectively, both orally and in writing; use tact, discretion, courtesy and patience in dealing with sensitive, difficult and stressful situations; research, compile, and analyze information/data, make recommendations and prepare and present precise and complete reports; effectively use computers and standard business software including word processing, spreadsheet, and database applications; train and provide work direction and guidance to others as assigned; coordinate workflow to assure the proper and timely completion of work. Sit or stand for extended periods of time, pushing and pulling, and visual acuity. The ability to type, use phone, stand intermittently, walk, bend and stoop, occasionally lift, carry, push, pull or otherwise move objects of light to moderate weight, work at a computer, including sitting and viewing a monitor for various lengths of time, repetitive use of keyboard, mouse or other control device, dexterity of hands and fingers to operate keyboard, ability to communicate and provide information to others.

## **EDUCATION AND EXPERIENCE**

A bachelor'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 with interruptions.

## **EMPLOYMENT STATUS**

Bargaining Unit Position  
E=Essential Functions