



TITLE	CLASSIFICATION	SALARY GRADE/ASSIGNMENT
CURRICULUM TECHNICIAN	CLASSIFIED	GRADE: K MONTHS: 12
BOARD POLICY REFERENCE: 2007 CRC review		Board Approved: 05/08/07

JOB DESCRIPTION:

Under supervision, perform a wide variety of clerical and technical tasks in support of the curriculum office; assist with the editing of schedules and college catalog; assist with development and maintenance of master course file with the Scheduling Office; provide training to departments and staff in the use of curriculum management database program; coordinate and enter certificate and majors information onto the web; assist in the preparation of reports to the Chancellor's office and Board of Trustees; and perform related work as required.

SCOPE:

The Curriculum Technician loads course and schedule information into database using curriculum management database program as required; provides training to appropriate staff in the use of the program; and serves as a technical resource to department chairs, deans and other staff on matters related to curriculum.

KEY DUTIES AND RESPONSIBILITIES:

Examples of key duties are interpreted as being descriptive and not restrictive in nature.

1. Provides training to staff in the use of the curriculum management database program; troubleshoots curriculum related problems with software.
2. Makes changes and corrections to the data base, including editing and coding changes, as directed by supervisor.
3. Assists in the preparation of accurate class schedule and catalog by proof reading and fixing problems in the database.
4. Maintains tracking systems for curriculum course proposals.
5. Serves as a technical resource to program users; answers questions regarding curriculum matters and on-line curriculum program usage; provides individual curriculum training.
6. Tracks progress of certificates and majors and enters newly approved and revised certificates and majors into the database to appear on the web
7. Maintains Programs of Study list, Distance Education list, and other SRJC inventories of course, certificates and majors.
8. Prepares agendas and attends Curriculum Review Committee meetings in a support capacity
9. Performs a variety of clerical duties such as typing correspondence, answering phones, distributing mail, assisting students and staff, and maintaining files; preparation of reports.

EMPLOYMENT STANDARDS

ABILITY TO:

Operate, maintain, and enter data into computer database; work independently; use judgment to enter and maintain data; edit text for grammar and format; perform complex and detailed clerical and administrative work with accuracy and speed; complete projects within established time frames and under strict deadlines; type or keyboard with accuracy from clear copy or handwritten notes; analyze situations accurately and take appropriate action; communicate effectively in English; plan and present training and/or give presentations to individuals and groups; follow and give oral and written directions; develop and maintain statistical records; interpret and apply District policies and procedures; maintain cooperative working relationships; demonstrate sensitivity to, and respect for, a diverse population.

KNOWLEDGE OF:

Modern office methods and practices including filing, proofreading, formatting, report writing and basic bookkeeping; proper English usage, spelling, vocabulary, and grammar; operation of personal computer software programs including word processing, databases and spreadsheet tools, calculators, and other standard office equipment; proper reception and telephone etiquette.

MINIMUM QUALIFICATIONS:

Candidates/incumbents must meet the minimum qualifications as detailed below, or file for equivalency. Equivalency decisions are made on the basis of a combination of education and experience that would likely provide the required knowledge and abilities. If requesting consideration on the basis of equivalency, an Equivalency Application is required at the time of interest in a position (equivalency decisions are made by Human Resources, in coordination with the department where the vacancy exists, if needed.)

Education:

Graduation from high school. AA degree preferred.

Experience:

Two years of secretarial, administrative, or technical support experience. Work in a community college setting preferred.