



SHASTA-TEHAMA-TRINITY JOINT COMMUNITY COLLEGE DISTRICT
POSITION DESCRIPTION
Pending CSEA Approval

POSITION TITLE:	Curriculum Technician	
JOB CLASSIFICATION:	<input type="checkbox"/> Administrator - Educational	<input type="checkbox"/> Confidential
	<input type="checkbox"/> Administrator - Classified	<input checked="" type="checkbox"/> Classified
	<input type="checkbox"/> Faculty	
RANGE:	35	
HOURS PER DAY:	8	
HOURS PER WEEK:	Up to 40	
MONTHS PER YEAR:	12	
REPORTS TO:	Vice President of Instruction or designee	

DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES

To perform a wide variety of confidential, highly responsible, and complex technical duties in the preparation and processing of curriculum for the instructional programs. Employees in this classification receive limited supervision within a framework of standard policies and procedures. This job class provides specialized functions in the collecting, evaluating, assembling, and proofing of data and information for inclusion in the college catalog and other publications as well as providing confidential administrative support functions. This job class performs complex and highly responsible technical skills requiring the use of initiative, organizational skills, problem solving skills, and independent judgment in the organization, coordination, and processing of work and information. This job class requires multi-tasking, strong communication skills, and extensive software knowledge.

TYPICAL DUTIES

Essential Functions:

- Collects, evaluates, assembles, proofs, and verifies data and information for the college catalog in online and printable formats.
- Learns complex computer software protocols.
- Establishes and maintains curriculum records and files on all courses, data and information related to curriculum for instructional programs.
- Updates and distributes yearly curriculum deadlines list/calendar for curriculum committee information.
- Maintains, updates, posts and distributes documents to include Five-Year Review List, DE approved course list, FSA/Disciplines list, TBA course list, and Gainful Employment.
- Processes all submitted curriculum (pre- and post-committee action).
- Assists faculty and others in using curriculum software/management system.

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- Prepares and tracks submissions related to curriculum to the Chancellor's Office and other organizations.
- Tracks courses/programs submitted in curriculum management system to ensure compliance with review requirements; tracks Technical Review Committee comments and concerns, and forwards to the appropriate faculty for action; tracks course submissions and communication with faculty/Divisions.
- Receives, reviews, and verifies documents, records, and forms for accuracy, completeness and conformance to applicable rules, regulations, policies, and procedures.
- Acts as information source regarding department/office policies, procedures, and requirements: receives callers and provides information where judgment, knowledge, and Interpretation of established procedures/policies are required.
- Maintains curriculum records: establishes and maintains files on all courses, data, and information related to instructional programs and operations.
- Takes minutes at Curriculum Committee and other meetings as assigned.
- Types/word processes a wide variety of documents such as inter-office communications, requisitions, forms, letters, reports, statistics, and specifications from rough draft or verbal instructions and independently composes correspondence.
- Develops or assists in the development of forms, worksheets, and record keeping systems for the collection, dissemination, and maintenance of needed information.
- May supervise clerical or student help.
- Performs other related duties similar to the above in scope and function.

EMPLOYMENT STANDARDS*Knowledge of:*

- Rules and regulations, policies and procedures governing the community college district
- Computer software and usage and dedicated computerized systems
- Business English including grammar, punctuation, vocabulary and spelling
- Proper office methods, techniques, and procedures

Ability to:

- Learn and operations, procedures, policies, and requirements of the Academic Affairs Office and apply them with good judgment in a variety of procedural situations.
- Independently carry out a variety of technical and routine administrative procedures.
- Prioritize work load and position functions to meet established timelines in conjunction with other departments.
- Prepare and maintain accurate and complete records and reports.
- Independently compose and type correspondence and reports.
- Compile and maintain the security of confidential information.
- Effectively use personal computer and dedicated computerized systems; operate a variety of standard office equipment.
- Effectively and tactfully communicate in both oral and written forms.
- Establish and maintain effective working relationships with those contacted in the performance of required duties.

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- Accurately type at a rate required for successful job performance.

QUALIFICATIONS

Education and Experience Required:

- Increasingly responsible technical/secretarial experience, preferably in an educational setting. Associate in Arts Degree or equivalent.

APPROVALS

Date Created/Revised: 06/25/2014

Cabinet Reviewed: 07/01/2014

Board Approved: 07/09/2014

The District shall provide equal employment opportunities to all applicants and employees regardless of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, or status as a Vietnam-era veteran. (AP 3410 – Nondiscrimination)