

Curriculum Analyst

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Class Title

Curriculum Analyst

Class Code

CAN

Salary ⓘ

\$4,635.50 - \$5,633.25 Monthly

DEFINITION

BENEFITS

Definition

Under direction of the Vice President of Instruction, coordinates college curriculum development, review and approval processes; oversees the maintenance of course data files; analyzes curriculum, including organization, reporting and documentation for compliance; performs special projects and research, and oversees the process for compiling the schedule of classes, general catalog, faculty handbook and other publications.

Examples of Duties / Essential Job Functions

Performs a variety of duties related to the curriculum development process, curriculum database systems and MIS reporting including, but not limited to:

- Providing on-going technical assistance and training to Administrative Aides, Division Deans, and other staff regarding section entering, schedule development, and catalog production.
- Providing technical support and training to the Curriculum Review Committee regarding curriculum procedures, regulations, and past practice.
- Providing technical support and training to the academic and classified personnel regarding the preparation of curriculum documents.
- Providing technical support and training to the division staff on new and existing system techniques pertaining to section entering, division enrollment, faculty load, budget, and related areas.
- Acting as curriculum liaison between the college and the State Chancellor's Office.
- Serving as the college CurricUnet system administrator.
- Analyzing information and evaluating results to solve problems and recommend solutions.
- Coordinating the production of the college catalog and class schedule which includes auditing and verifying the work of Administrative Aides and other staff related to schedule input, proofreading scheduling catalog, maintaining a master catalog of Curriculum Review Committee actions, and ensuring the printing and distribution of the catalog.
- Coordinating the review of course outlines by initiating an annual study, notifying instructional departments of needed review, and tracking the process.
- Troubleshooting and resolving issues relating to scheduling, faculty loads, data entry, computer database errors, and state reporting.
- Developing procedures, forms, and other written materials to facilitate compliance with state requirements related to curriculum and MIS reporting.
- Organizing, scheduling and preparing materials for meetings.
- Researching, collecting, and compiling data in order to produce statistical, technical, and specialized reports.
- Assisting with verifying, analyzing, and auditing reports to ensure accuracy.
- Planning, developing, and conducting various workshops.
- Performing a wide variety of clerical work, including preparing correspondence and other written material, records maintenance, and use of computer to input and retrieve data to produce reports.
- Providing information to other staff and the public.
- Performing other duties as needed.

Employment Standards / Minimum Qualifications

Education & Experience:

Any combination equivalent to: Associate degree from an accredited college with a major in business administration, economics, educational administration, political science, or a related field and increasingly responsible technical and analytical experience (2 years or more) in the development and processing of college curriculum.

Licenses/Certificates: Valid Driver's License is required.

Knowledge:

- Knowledge of research techniques and methodologies for curriculum review purposes.
- Knowledge of project and research planning and design, data collection, analysis, report preparation and presentation of results to assist the college in the curriculum development process.
- Knowledge of analysis for reporting purposes such as accountability reports and faculty loads.
- Knowledge of proper English spelling, grammar, and punctuation to compose items such as correspondence, agendas, minutes, and/or reports.
- Knowledge of customer service principles in order to appropriately interact with students, staff, faculty, and the public.
- Knowledge of math principles used in statistics.
- Knowledge of current computer software applications and office productivity software such as word processing, spreadsheets, calendar, email, presentation, and database programs.
- Knowledge of current computer operating systems.

Skills:

- Skill to organize and maintain the efficient operation of the Curriculum Review Committee.
- Skill to employ mathematical techniques for the purpose of analyzing budgets and spending reports.
- Skill to research, analyze and prepare reports in order to maintain records of courses and instructor loads.
- Skill to manage and prepare work activities, schedules, and resource utilization to ensure office tasks are properly prioritized.
- Skill to create and proofread documents such as correspondence and reports for state agencies.

Abilities:

JOB CLASSIFICATIONS

- Ability to operate standard office equipment such as computers, fax machines, copy machines, telephones, and others.
- Ability to rapidly learn and acquire skills in areas and technologies not previously assigned.
- Ability to interpret and apply college and district policies and procedures.
- Ability to learn the Education Code and its terminology in order to communicate information.
- Ability to learn and participate in college accreditation procedures.
- Ability to learn and apply governmental agency agenda processes to ensure adherence to regulations such as the Brown Act.
- Ability to maintain confidentiality of information and records.
- Ability to assign, monitor and review the work of others. Ability to appropriately interact with students, staff, faculty, and the public.
- Ability to receive and follow instructions in order to build and maintain effective working relationships.
- Ability to type at a sufficient speed to maintain workflow.
- Ability to operate computers and their peripherals.
- Ability to use current common software applications in order to accurately enter and retrieve data.
- Ability to maintain consistent, punctual and regular attendance.
- Ability to lift and carry office supplies and equipment weighing up to 25 lbs.

Physical and Mental Demands

Examples of physical ability requirements necessary to perform the above job duties:

- Have coordinated, precise movement of the fingers of one or both hands to perform tasks such as typing, writing and taking notes. (Finger Dexterity)
- See clearly objects and close surroundings that are 36 inches or closer to perform tasks such as looking at computer monitors. (Near Visual Acuity)
- See clearly objects and close surroundings that are six feet or further away such as being able to see other vehicles while driving. (Far Visual Acuity)
- Distinguish between shades of one color or the difference between two or more colors such as working with computer monitors and filing systems. (Color Discrimination)
- Hear and understand human speech in a relatively quiet environment such as hearing someone speak in quiet office or library setting. (Speech Intelligibility in Quiet)
- Hear and understand human speech in a relatively noisy environment such as hearing someone speak to you while in the presence of loud equipment. (Speech Intelligibility in Noise)

Examples of mental ability requirements necessary to perform the above job duties:

- Listen to and understand information and ideas presented through spoken words and sentences. (Oral Comprehension)
- Come up with unusual or clever ideas about a given topic or situation, or to develop creative ways to solve a problem. (Originality)
- Arrange things or actions in a certain order or pattern, according to a specific rule or set of rules such as patterns of numbers, letters, words, or pictures. (Information Ordering)
- Identify or detect a known pattern, such as a figure, object, word, or sound that is hidden in other distracting material. (Flexibility of Closure)
- Generate or use different sets of rules for combining or grouping things in different ways. (Category Flexibility)
- Focus on a single source of sound in the presence of other distracting sounds. (Auditory Attention)
- Quickly make sense of, combine, and organize information into meaningful patterns. (Speed of Closure)
- Concentrate on a task over a period of time without being distracted. (Selective Attention)
- Shift back and forth between two or more activities or sources of information; multi-task to work on different projects simultaneously. (Time sharing)
- Remember information such as words, numbers, pictures, and procedures. (Memorization)
- Clearly communicate information and ideas through spoken words so others will understand. (Oral Expression)
- Identify and understand the speech of another person. (Speech Recognition)
- Recognize when something is wrong or is likely to go wrong. (Problem Sensitivity)
- Combine pieces of information to form general rules or conclusions such as finding a relationship among seemingly unrelated events. (Inductive Reasoning)
- Apply general rule, a premise, which is known to be true to specific problems to produce answers that make sense. (Deductive Reasoning)
- Read and understand information and ideas presented in writing. (Written Comprehension)
- Communicate information and ideas in writing so others will understand. (Written Expression)

Working Conditions

Working conditions which may occur:

- Work under pressure of constant deadlines with frequent interruptions.
- Work effectively in a demanding environment.
- Work collaboratively in a team environment.
- Work inside protected from the weather.
- Noise exposure under 65 decibels, roughly that of a normal conversation or a ringing telephone.
- May work alone – physically isolated from others.
- Some overtime and/or schedule changes may occur.
- May be required to travel to locations other than assigned site.

Distinguishing Characteristics

Classification History

Approved by BOT: November 2, 2010
Approved by PC: December 14, 2010
Revised by PC: September 17, 2013
1st Salary Negotiated: February 24, 2011
2nd Salary Negotiated: PENDING
Classified Salary Range: 62

