

JOB DESCRIPTION



Position Title: Curriculum Development Manager

Department: Academic Affairs

Employment Category: Administrative Staff

Primary Location: Downtown Center

FLSA Classification: Exempt

Remote Work Eligible: No

Parameters: Full-time; 12 months/year

Pay Grade: AS14

Position Summary: The Curriculum Development Manager is responsible for the curriculum development process, managing the institutional curriculum system and the statewide transfer system, for supporting the development of transfer articulation agreements, and overseeing the degree audit system.

Essential Functions: As defined under the Americans with Disabilities Act, may include any of the following tasks, knowledge, skills, and other characteristics. This list is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

Duties and Responsibilities: Within the scope of college policies and procedures, this position:

Facilitates the curriculum development and management process, sustaining integrity of this process by reviewing and editing curriculum proposals submitted by faculty, department chairs and deans for review by the Curriculum Committee; coordinates curriculum changes to the academic program inventory with appropriate departments

Serves as academic liaison to the Curriculum Committee, oversees committee operations with appropriate agenda, minutes, and processing of curriculum proposals; maintains a master list of academic programs offered by the college, courses taught at the college, and the programs in which each course is required; serves as technical liaison for articulation task force meetings; prepares curriculum items for administrative approval including new items for governing board action as needed

Attends department, district, and state meetings as required, serving as a resource and communication liaison for the degree audit system for internal staff; serves on Curriculum Committee, General Education Articulation Task Force, and other committees as appropriate, serves as facilitator for articulation task force meetings and processes articulation decisions with Arizona public universities

Ensures the accurate and timely processing of approved proposals in Banner, the Arizona Course Equivalency Tracking System (ACETS), and the state course bank. Maintains institutional curriculum records

Oversees the preparation of the college catalog and tracks curriculum changes for the academic year to support maintaining an accurate college catalog; monitors articulation changes affecting transfer from the college to colleges and universities

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Collaborates with faculty and staff to ensure implementation and maintenance of the degree audit system occurs within the policies and procedures followed by the involved departments. Assures the degree audit system tasks are accomplished in a timely manner; oversees the process of granting substitutions and maintenance of petitions and exceptions; tracks curriculum changes for the academic year to support maintaining an accurate college catalog; monitors articulation changes affecting transfer from the college to colleges and universities

Supervises assigned staff, including hiring, managing performance, training, and task assignments

Provides user support to enhance the end user experience; maintains user-class categories; develops and implements the student planner functionality within the degree audit system; develops a master calendar for scheduled work and maintenance

Performs other related duties as assigned

General Expectations: Employees are expected to accomplish assigned duties in an efficient, effective and competent manner and to strive for improvement and excellence in all work performed. Additionally, employees must understand the comprehensive role of the community college and cooperate and work harmoniously with students, faculty and staff, and the public. Employees will follow all college policies, rules, regulations and guidelines as they relate to this position.

Education and Experience Requirements:

Master's degree in education, curriculum development, or a related field, from a regionally accredited institution of higher learning recognized by the US Department of Education

Three years of related professional experience, preferably at the community college level

An equivalent combination of education and/or experience from which comparable knowledge, skills and abilities have been achieved may be considered.

Knowledge, Skills and Abilities:

Knowledge of and ability to follow college policies and procedures

Knowledge of current technologies and word processing, database, presentation, and spreadsheet software, specifically Microsoft Office applications.

Knowledge of desired technologies: Banner, SmartCatalog and DegreeWorks

Knowledge of research and statistical analysis preferred

Knowledge of relational database systems used to manipulate, summarize, and produce reports

Knowledge of articulation technology and degree audit software preferred

Skill in collecting, analyzing, verifying, and manipulating research data preferred

Skill in presenting ideas and concepts orally and in writing

Ability to supervise the work of others

Ability to relate to a diverse population and to maintain composure when faced with difficult situations

Ability to organize, prioritize, and follow multiple tasks through to completion with an attention to detail

Ability to work independently while contributing to a team environment

Ability to analyze problems, identify solutions and take appropriate action, resolve problems using independent judgment and decision-making processes

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Ability to establish and maintain effective working relationships with supervisors, other department staff, students and the public

Work Environment: Work is primarily performed under general supervision in an office setting with appropriate climate controls.

Physical Requirements: Essential functions of this position require: lifting, manual dexterity, ability to communicate.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body; involves sitting majority of time; walking and standing are required only occasionally and all other sedentary criteria are met

Mental Application: Utilizes memory for details, verbal instructions, emotional stability, critical thinking, adaptability and creative problem-solving skills are important

Reports to: Dean of Academic Affairs

Disclaimer: The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.