

CURRICULUM & STUDENT LEARNING OUTCOME SPECIALIST

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

SUMMARY DESCRIPTION

Under general supervision, perform a variety of highly specialized technical and clerical duties involved in the operations and functions of College curriculum and student learning outcome assessment services; coordinate information and resources for faculty and administrators in preparation of curriculum proposals and student learning outcome assessment documentation to ensure compliance with State and local rules, regulations, and policies as well as accreditation standards.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Maintain College curriculum and corresponding databases including CurricuNET; coordinate and track curriculum-related documents from development through Board and Chancellor's Office approval as required; ensure compliance with District policy and State curriculum regulations; verify information and assign appropriate local, State, and federal codes; maintain current knowledge of State regulations regarding curriculum issues.
2. Serve as liaison and technical resource to the Curriculum Committee and Student Learning Outcomes and Assessment Committee; assist in the preparation of agendas and related materials; develop and recommend timelines; update curriculum and academic programs websites; attend meetings and take minutes.
3. Review and edit curriculum and student learning outcome assessment documents as well as course outlines as appropriate; ensure compliance with District Board policies and Title 5 regulations; assist employees in completing on-line course outline forms.
4. Provide assistance with preparation of Accreditation report including in matters associated with curriculum and learning outcomes.
5. Serve as liaison to State Chancellor's Office for college curriculum matters.
6. Assist administrators, faculty, and others with research for courses and classes including review of State and local rules, regulations, and policies.
7. Interpret, explain, and disseminate Title 5 regulations to divisions, administrators, faculty, and staff; compare and contrast changes to Title 5 regulations and make appropriate adjustments to materials and other resources as required.
8. Produce various reports as required by State agencies, administrators, faculty, and others regarding courses and classes offered by the College.
9. Enter data into spreadsheets for course, program, and instructional learning outcomes assessments; create meaningful charts and other materials from raw data for review of student learning outcomes assessment results.
10. Coordinate the management of student learning outcomes assessment information from course and program activities as they relate to student learning outcomes assessment action plan implementation.
11. Provide technical information, assistance, and training to administrative and instructional support staff users regarding curriculum and student learning outcomes modules of current administrative software.

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12. Coordinate with Curriculum Chair and Student Learning Outcomes and Assessment Committee Chair to input student learning outcome and curriculum data into current administrative software.
13. Maintain database files of College Course Outlines of Record; provide copies to students, faculty, and staff as requested.
14. Review curriculum changes from CIPD to add courses and program learning outcomes to both curriculum and student learning outcomes assessment databases.
15. Align curriculum and student learning outcomes assessment databases and reports.
16. May participate in the preparation, review, and updating of College on-line and hardcopy publications including, but not limited to, the catalog and handbook.
17. Utilize various computer applications and software packages; maintain and generate reports from a database or network system.
18. Operate office equipment including computer equipment, typewriter, calculator, copier, and facsimile machine.
19. Perform related duties as required.

MINIMUM QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

1. Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.
2. College curriculum.
3. Curriculum and student learning outcomes requirements at the community college level.
4. Curriculum and student learning outcome assessment management systems and databases.
5. Pertinent federal, state, and local laws, codes, and regulations including Title 5 regulations and related College instructional and student services policies and procedures.
6. District organization, operations, policies, terminology, rules, programs, and objectives.
7. Policies related to student and instructional records.
8. Principles and practices used to establish and maintain files and information retrieval systems.
9. Specialized functions, activities, and operations of assigned program area.
10. Correct English usage, grammar, spelling, punctuation, and vocabulary.
11. Complex mathematical concepts.
12. Principles of business letter writing and basic report preparation.
13. Interpersonal skills using tact, patience, and courtesy.

Ability to:

1. Perform a full range of complex technical duties; think analytically and exercise a high degree of independent judgment in applying highly complex laws, rules, and regulations.
2. Perform a variety of specialized technical and clerical duties related to the operations and functions of the College's curriculum and student learning outcome assessment services.
3. Reason and define problems, collect data, and draw valid conclusions.
4. Interpret and apply a variety of rules, policies, and procedures relating to operations.
5. Analyze situations and taking effective course of action.
6. Assemble, research, organize, and prepare data for records and reports; gather and compile data in written, tabular, and graphic form.
7. Perform mathematical computations of moderate difficulty.

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8. Understand the organization, operation, and services of the District as necessary to assume assigned responsibilities.
9. Interpret and apply administrative and departmental policies and procedures.
10. Learn articulation requirements and terms.
11. Implement and maintain standard filing systems.
12. Independently prepare correspondence and memoranda.
13. Type or enter data at a speed necessary for successful job performance.
14. Take notes at meetings and transcribe them with accuracy.
15. Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.
16. Adapt to changing technologies and learn functionality of new equipment and systems.
17. Use initiative and judgment while working independently.
18. Plan and organize work to meet changing priorities and deadlines; meet critical deadlines while working with frequent interruptions.
19. Work cooperatively with other departments and divisions, District officials, and outside agencies.
20. Answer telephones and greet others courteously; respond tactfully, clearly, concisely, and appropriately to inquiries and requests for information.
21. Communicate clearly and concisely, both orally and in writing.
22. Establish and maintain effective working relationships with those contacted in the course of work.
23. Work with and exhibit sensitivity to and understanding of the varied racial, ethnic, cultural, sexual orientation, academic, socio-economic, and disabled populations of community college students.

Minimum Education & Experience - Any combination of the following would provide a typical way to obtain the required knowledge and abilities.

Education/Training:

Equivalent to the completion of the twelfth grade supplemented by two years of college level course work in information systems, business administration, public administration, liberal studies, English, or a related field. A Bachelor's degree is desirable.

Experience:

Two years of responsible technical, administrative, and/or secretarial experience including experience involving responsibilities related to the preparation of complex documents. Experience with instructional programs desirable.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a standard office setting.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

Adopted by Board of Trustees on 12-8-15

Effective: 12-9-15

Job Family: Technical - Paraprofessional