STATE CENTER COMMUNITY COLLEGE DISTRICT
CURRICULUM ASSISTANT

DEFINITION

Under direction maintains and assists in the development of the course master listing and resulting catalog and schedules of classes and acts as secretary to campus curriculum committee.

DISTINGUISHING CHARACTERISTICS

This classification performs complex duties in accordance with general direction and standards. This classification requires lead responsibilities. This position differs from lower levels in the complexity of the problem solving responsibilities and inter-relationships between the curriculum development process and major college publications.

EXAMPLES OF DUTIES

Duties include gathering data for all new courses; maintaining the course master directory; preparing the college catalog and each semester’s schedule of courses; adjusting the schedule of courses as cancellations, changes and additions occur; compiling and distributing all curriculum materials, keeping notes of actions taken by curriculum committee, and entering resulting data into the computerized data-bases; preparing official instructor load sheets from information provided by Associate Deans; preparing supplemental payroll for part-time faculty, including hours of work, lecture and laboratory load data, and pay rates; maintaining records on part-time faculty assignments; compiling reports. Enters and retrieves data from personal computer and mainframe computer systems as needed. May perform other related duties as needed.

EMPLOYMENT STANDARDS

Education: Formal and informal education equivalent to completion of the twelfth grade.

Experience: Experience organizing and providing information via use of personal and mainframe computers; working independently to organize, coordinate, prioritize and implement complex computer functions; and relating to a large, diverse professional staff.

Knowledge and Abilities: Knowledge of the administrative organization and functions of a community college; research methods to plan and organize the improvement of procedures, college policies, regulations, state directives and laws relating to the completion of instructional administrative studies and forms; and data processing. Skill to use a mainframe computer to set up and maintain records of courses and instructor loads; perform mathematical and statistical calculations; independently compose correspondence utilizing a personal computer. Knowledge of and ability to employ correct English usage, spelling, grammar and punctuation. Ability to receive and follow instructions and appropriately interact with students, staff, faculty and the public. Ability to assign, monitor, and review the work of others. Ability to learn and apply college and district policies and procedures.