

**CLASS SPECIFICATION**  
**Curriculum Database Specialist**

FLSA Status: Nonexempt  
EEOC Job Category: Paraprofessionals  
Union Representation: Represented

**GENERAL PURPOSE**

Under direction, plans and coordinates processes and performs complex and responsible work to develop the District's annual course catalogue; maintains and updates the master curriculum catalogue database; provides support, monitors and documents new course evaluation and standard course review processes; provides support and assists in providing instructional program materials to regional or state authorities and to the Accreditation Commission for review and approval; and performs related duties as assigned.

**DISTINGUISHING CHARACTERISTICS**

Curriculum Database Specialist is responsible for developing, maintaining and updating the District's annual course catalogue and master curriculum catalogue database and for monitoring, providing support for and documenting all curriculum review and approval processes. Work requires a thorough understanding of the District's computer systems and databases and close working relationships with deans, department heads and others to ensure the accuracy of the curriculum database in support publication of the annual course catalogue. Duties and responsibilities are carried out with considerable independence within the framework of established policies, procedures and guidelines.

Curriculum Database Specialist is distinguished from Schedule Specialist in an incumbent in the latter class has overall responsibility for coordinating and building master class schedules for each semester while an incumbent in the former class is responsible for maintaining and updating the District's course catalogue database and providing support for curriculum review and reporting processes.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

1. Using technology tools, updates and maintains the master curriculum catalogue in PeopleSoft; codes new courses for entry in the database; updates the database with all new and modified courses approved by the Course Evaluation Subcommittee; updates, revises and deletes data associated with courses, such as materials fees, prerequisites/co-requisites, recommended preparation units, course descriptions and components and other data and codes.
2. Trains authorized faculty and staff on how to access and use the course curriculum website; provides technical support and assists in creating, updating and printing course outlines; documents and updates the status of outlines from draft or pending to adopted; reviews and ensures the accuracy of all course outlines.

3. Provides support for the Course Evaluation Subcommittee; receives and verifies the completeness of course change forms; prepares and distributes agendas for Subcommittee meetings; attends meetings, takes notes and incorporates changes to the course web database; prepares reports for consideration by the Board of Trustees; enters approved courses and course changes in the master curriculum catalogue database.
4. Following established procedures, identifies courses and course outlines for regular annual review and notifies instructional departments to initiate the review process; tracks completion of review processes and updates information in the course curriculum database and master course catalogue database.
5. Coordinates, develops and publishes the production calendar for building the annual course catalogue; coordinates production activities to ensure timelines and printing schedules are met; distributes policy sections of the catalogue to relevant departments for review and updating; updates catalogue descriptions and all other catalogue rights and ensures their accuracy in the system database; distributes catalogue extracts for review by all departments; coordinates with Community Relations and Marketing staff on design of the cover, title page and forward; reviews galley proofs from the printer and authorizes print production; distributes copies of printed catalogues.
6. Assists the Dean of Institutional Research and Academic Services in generating specialized reports on courses and curriculum for submission to the Chancellor's Office; generates reports required for local, state and federal reporting purposes.
7. Serves as the lead functional expert for the PeopleSoft master course catalogue module; tests and reviews systems upgrades; maintains user documentation and procedures.

#### **OTHER DUTIES**

1. Works with the Records and Articulation Offices to provide up-to-date information on curriculum, certificate and degree changes and new or revised codes.
2. Assists with inputting schedule worksheet changes and other data into the system module database.
3. Provides administrative and other support to the Planning and Research Offices.

#### **QUALIFICATIONS**

##### **Knowledge of:**

1. District policies and procedures regarding curricula; curricula and instructional programs offered by the District and associated degrees and certificates.
2. Title V, various California Education Code sections and Chancellor's Office rules and regulations governing the development of community college curricula as they apply to assigned areas of responsibility.

3. District PeopleSoft application modules and system processing procedures, codes and data elements used to build and maintain the master course catalogue, at a highly detailed functional user level.
4. State and District processes and procedures for the development, review and adoption of courses and instructional programs.
5. Research methods and data analysis techniques.
6. Principles and practices of sound business communication; correct English usage, including spelling, grammar and punctuation.
7. Uses and operations of computers and standard business software including word processing, spreadsheet and database applications.

**Ability to:**

1. Organize, set priorities in a dynamic environment and exercise sound independent judgment within areas of responsibility.
2. Work collaboratively with department heads, school deans, academic support staff and others to complete course catalogue database development processes efficiently and with a high degree of accuracy.
3. Provide information and guidance to District staff on catalogue processes and procedures in a manner that encourages teamwork and cooperation.
4. Review and proofread highly detailed course catalogue information on-line and in paper formats and identify errors, conflicts, omissions and other problems quickly and with a high degree of accuracy.
5. Read and interpret manuals and other technical materials applicable to the work.
6. Interpret, apply, explain and reach sound decisions in accordance with District policies and procedures.
7. Prepare clear, concise and accurate reports, correspondence and other written materials.
8. Organize and maintain a variety of records and files.
9. Communicate clearly and effectively, both orally and in writing.
10. Use tact, discretion, courtesy and patience in dealing with sensitive, difficult and stressful situations.
11. Establish and maintain effective working relationships with District managers, deans, department heads, academic support staff, other District staff, consultants and others encountered in the course of work.

**Education, Training and Experience:**

A typical way of obtaining the knowledge, skills and abilities outlined above is an Associate's degree in a relevant field; and five years of progressively responsible administrative experience involving academic support, including development of class schedules and associated responsibilities; or an equivalent combination of training and experience.

**Licenses; Certificates; Special Requirements:**

A valid California driver's license and the ability to maintain insurability under the District's vehicle insurance policy.

**PHYSICAL AND MENTAL DEMANDS**

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Physical Demands**

While performing the duties of this job, employees are regularly required to sit; talk or hear, both in person and by telephone; use hands to finger, handle and feel computers and standard business equipment; and reach with hands and arms. The employee is frequently required to stand and walk.

Specific vision abilities required by this job include close vision and the ability to adjust focus.

**Mental Demands**

While performing the duties of this class, the employee is regularly required to use written and oral communication skills; read and interpret data and information; analyze and solve problems; use basic math; learn and apply new information or skills; perform multiple concurrent tasks; perform highly detailed work under changing, intensive deadlines with constant interruptions; and interact with District managers, deans, department heads, academic support staff, other District staff, consultants and others encountered in the course of work.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee works under typical office conditions and the noise level is usually quiet.