

Title: Curriculum Technician

Department: Goldbelt Heritage Foundation

Category: Temporary

FLSA Status: Non-Exempt

Salary/Grade Level: DOE

Date Approved: 01/2021

Reports to (Supervises/Liaison): Executive Director

SUMMARY

Serve as the lead functional expert for the ATLAS curriculum module (master course file); participate in the review and testing of system upgrades, maintains user documentation and procedures.

JOB DUTIES

- Maintain currency in and disseminate information to from staff to Atlas. Understand Alaska Education Code, governing the development of community college curricula and educational programs.
- Analyze curriculum for compliance with District policies and procedures, state regulations, Education Code, and federal regulations. Monitor changes to regulations effect on District procedures, processes, reporting, and analyze impact on curriculum.
- Follow established procedures, identify courses, and course outlines for regular annual review and notify instructional divisions to initiate the review process; track completion of review processes and update information in the course curriculum database and master course catalog database.
- Provide faculty and staff with training and support on how to access and use the course curriculum website; provide technical support and assist in creating, updating, and maintaining course outlines; document and update the status of outlines from draft or pending status to adopted; review and ensure the accuracy of all course outlines, including updating, revising and deleting data associated with courses, such as materials fees, advisories/prerequisites/co-requisites, and distance education agenda.
- Compose correspondence on curriculum and related matters; prepare and maintain various reports, Board agenda items, statistical data, and other materials in support of the curriculum and program development.
- Coordinate and monitor the curriculum development and review process.
- Provide support for the Curriculum Committee. Participate in additional assigned committees.
- Coordinate, develop, and publish the production calendar for building the course catalog; updates catalog descriptions and all other catalog rights and ensure the accuracy in the system database.
- Other job-related duties may be assigned.

NECESSARY SKILLS AND KNOWLEDGE

- Analyze situations and adopt an effective course of action.
- Communicate effectively both orally and in writing.
- Establish and maintain effective working relationships with others.
- Evaluate and make recommendations in operations, systems, procedures, policies, and methods.
- Independently initiate research studies and reports. Interpret and apply the rules, regulations, and policies governing curriculum approval and supervision. Interpret and explain laws, rules, policies, and procedures.
- Meet schedules and timelines. Perform statistical analysis.
- Prepare written analysis, recommendations, and complex reports.
- Research and analyze data and information, reason logically, evaluate, and effectively present recommendations.
- Use computer applications, including word processing, spreadsheets, and databases.
- Work confidentially with discretion.
- Work independently with little direction.
- Correct English usage and report writing and presentation skills.
- Oral and written communications skills.

MINIMUM QUALIFICATIONS (education and experience)

- Two (2) to Five (5) years experience in research planning and design, data collection, analysis, report preparation, and presentation of results.
- Knowledge of Alaska Education Code.
- Basic principles of employee training and supervision.
- Computer data management and analysis applications.
- District organization, operations, policies, goals, and objectives.
- Laws, rules, regulations, and policies related to curriculum.
- Modern office practices, procedures, and equipment, including computer hardware and software.

WORKING CONDITIONS

The physical demands described here 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 functions.

Primary work is performed inside. Must be able to walk, sit, stand and/or climb stairs, use hands and fingers to operate, handle, or feel objects, tools, or controls; and reach with hands and arms. May occasionally work irregular hours.

The office is a non-smoking facility with designated outside-smoking areas.

ACKNOWLEDGMENT STATEMENT

While this job description describes the essential functions and qualifications of the position described, it is not intended to serve as a comprehensive list of all the duties

performed by all employees in this job. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-related duties.

By signing below, you are indicating that you have read this job description and understand the duties and qualifications for the job, and that your supervisor has discussed the job duties and expectations with you; a signed copy of the job description will be provided to each employee.

Employee Printed Name

Employee Signature

Date

Supervisor Printed Name

Supervisor Signature

Date