

## ADMINISTRATIVE CURRICULUM COORDINATOR

*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; however, any additional duties will be reasonably related to this class.*

### **SUMMARY DESCRIPTION**

Under general direction of the Vice President of Instruction, performs a variety of highly responsible, complex and sensitive administrative and curriculum related support duties. Provides technical support in the design, development, approval, and implementation of the College's curriculum; coordinates and provides support for establishing, changing, coding, maintaining, and reporting curriculum-related activities. The Administrative Curriculum Coordinator supports curriculum development and maintenance and is expected to be self-directed.

### **REPRESENTATIVE DUTIES**

*The following duties are typical for this classification.*

1. Serves as Curriculum Coordinator to the Vice President of Instruction; participates and assists in the administration of the assigned Vice President of Instruction, relieving the executive of a variety of technical and administrative duties; serves frequently as a liaison between the executive and the public, students, staff, and other campus officials; promotes and maintains positive staff, student, and community relations; exercises judgment, diplomacy, and discretion in handling matters of a difficult and sensitive nature.
2. Assists the assigned Vice President of Instruction in meeting reporting requirements, functional responsibilities, and research objectives; assists in organizing programs, functions, and activities promoted by the District, College, or program area.
3. Coordinates daily activities to support the Vice President of Instruction.
4. Provides administrative support to the Vice President of Instruction following approved curriculum development and modification process which include updating and maintaining approved curriculum in curriculum maintenance databases.
5. Participates in and makes curriculum revisions and modifications as approved by the appropriate administrator and enters the approved curriculum information into internal and/or external curriculum databases as appropriate.
6. Develops, maintains, and updates a variety of reports, lists, and databases related to curriculum and programs as directed by the appropriate administrator.
7. Provides administrative assistance and support to administrators who oversee curriculum processes.
8. Serves as an informational resource, responding to requests, inquiries, and questions from administrators, faculty, staff and students.
9. Prepares various reports, contracts, Board agenda items, statistical data, and other materials to support the curriculum development and maintenance functions.
10. Prepares and maintains a variety of special materials including, but not limited to, directories and content for college catalogs.
11. Prepares and/or oversees preparation of internal and externally mandated curriculum-related administrative reports.
12. Functions as the Instruction Office liaison with the Articulation Officer in reviewing and maintaining

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articulation agreements with applicable higher education institutions.

13. Compiles, analyzes and summarizes data for special projects, programs and reports.
14. Coordinates and performs special projects and programs and maintains a calendar of curriculum and other committee activities, coordinating with other departments for attendance.
15. Maintains up-to-date records, logs, and filing systems pertaining to curriculum. Provides support to faculty and staff on documentation needed for curriculum design and maintenance.
16. Prepares a variety of correspondences, memoranda, reports, proposals, and other materials; composes and edits correspondence; records and prepares minutes from a variety of meetings; distributes materials as appropriate.
17. Monitors projects by prioritizing and tracking timelines and activities, following up on a variety of items and details, researching and coordinating information sources.
18. Assists the assigned Vice President of Instruction in the preparation and administration of program budget(s); assists in preparing cost estimates for budget recommendations; assists in submitting justifications for budget items; allocates funds to proper budget codes; monitors and tracks expenditures in a timely manner; provides regular budget reports to executive for control of expenditures; assists in resolving budget issues and problems; interacts with others regarding deposits; processes budget/expense transfers; recommends budget revisions.
19. Utilizes various computer applications and software packages; enters updates, corrects, and extracts information; maintains and generates reports from a database or network system.
20. Performs related duties as required.

**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 or ability to obtain knowledge of:**

District organization, operations, policies, and objectives.

Curriculum development, maintenance, and review processes and procedures.

Principles, guidelines and procedures used in the curriculum articulation process.

Rules, laws, policies, procedures, and requirements for maintaining an appropriate curriculum record.

Curriculum characteristics, services, and activities of the functions, programs, and operations of the assigned Vice President of Instruction.

Work organization and office management principles and practices.

Pertinent state, federal, and program policies, rules, and regulations including applicable sections of the California Education Code.

Instructional process and college environment.

Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.

Processes, procedures, and practices of budget preparation and administration.

Principles, practices, and procedures of business letter writing.

Principles and procedures used in complex, inter-related record keeping.

Principles and practices used to establish and maintain files and information retrieval systems.

Principles, practices and procedures of complex fiscal, statistical, and administrative research and report preparation.

Statistical procedures and mathematical concepts.

Principles and techniques used in public relations including methods and techniques of proper receptionist

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and telephone etiquette.

Interpersonal skills using tact, patience, and courtesy.

Principles and practices of providing training, work direction, and guidance to lower-level office staff and student workers.

English usage, grammar, spelling, punctuation, and vocabulary.

Oral and written communication skills.

**Ability to:**

Perform difficult and complex administrative and secretarial work to effectively relieve the assigned executive staff member of routine administrative detail.

Perform specialized, technical, and administrative support duties involving the use of a high level of independent judgment and personal initiative.

Oversee and participate in the management of the administrative functions and operations of the assigned office.

Understand the organization and operation of the assigned Vice President of Instruction as necessary to assume assigned responsibilities.

Understand, interpret, apply, and explain applicable rules, regulations, policies, and procedures independently, apply them with good judgment, and use judgment and discretion to act when precedents do not exist.

Troubleshoot most office administration problems and respond to all inquiries and requests related to work area.

Effectively handle and resolve difficult and sensitive situations.

Develop office procedures.

Establish, review, and revise office work priorities.

Plan, organize, and delegate work to meet schedules and deadlines.

Train, lead, and provide work direction and guidance to area staff.

Select, train, evaluate and provide work direction to student workers.

Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.

Research, compile, assemble, analyze, and interpret data from diverse sources.

Prepare a variety of clear and concise administrative and financial reports.

Independently compose and prepare correspondence and memoranda.

Maintain confidential, complex, and interrelated files and records.

Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.

Adapt to changing technologies and learn functionality of new equipment and systems.

Type at a rate of speed necessary for successful job performance.

Take and transcribe dictation at a rate of speed necessary for successful job performance.

Use sound judgment in recognizing scope of authority.

Exercise good judgment and maintain confidentiality in maintaining critical and sensitive information, records, and reports.

Respond to requests and inquiries from students, staff, or the public; effectively present information in person or on the telephone to students, staff, or the public.

Participate in the preparation and administration of assigned budgets.

Use correct English usage, grammar, spelling, punctuation, and vocabulary.

Make arithmetic calculations quickly and accurately.

Understand and follow oral and written directions.

Work under steady pressure with frequent interruptions and a high degree of public contact by phone or in person.

Work with and exhibit sensitivity to and understanding of the diverse academic, socioeconomic, cultural, and ethnic backgrounds of community college students and personnel, including those with physical or learning disabilities.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

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**Education and Experience Guidelines** – *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

**Education/Training:**

An Associate's degree or the equivalent of 60 units in a related field which includes specialized training in business, secretarial science, office automation from an accredited college.

**Experience:**

Five (5) years of increasingly responsible administrative support experience involving a high level of public contact to executive and management staff.

**Preferred Experience:**

Three (3) years of experience in providing administrative support in an Office of Instruction and Curriculum or other educational environment.

**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.

**Vision:** See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment.

**Hearing:** Hear in the normal audio range with or without correction.