



## Job Description

**Job Title: Coordinator – Curriculum Management**

**JTC: CCU**

**Salary Range: N04**

**FLSA: Non-Exempt**

Since 1965, we have served more than 3 million students. Dallas County Community College District (DCCCD) is one of the largest community college systems in the state of Texas, which includes seven independently accredited colleges located around the Dallas/Fort Worth area.

### POSITION SUMMARY

Supports the organization by performing administrative duties related to planning, directing, and coordinating the operational activities of the assigned organization and working on assigned projects.

### REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Some responsibilities may include performing administrative duties, maintaining databases, creating reports, assist management and colleagues perform assignments, maintain and provide direction in the office, and completion of special projects and/or events, and other assignments as requested.

Understand the short and long term goals of the organization and has the related knowledge to fulfill these goals successfully, following District policies and procedures. Networks with other coordinators, institutions, and departments to share information and gain knowledge to help improve the process and procedures.

Build solid relationships interacting with colleagues, external entities, and personnel to fulfill the vision and mission of the organization. Serves as a primary point of contact and liaison with other offices, individuals, and external institutions and agencies on a range of specific issues and coordinates and facilitates meetings. The ability to analyze plans and able to identify mistakes and inefficiencies and provide solutions.

Monitors and coordinates the budget as appropriate and prepares internal reports for management as requested. Assist with project development, planning and implementation. Excellent time management skills, able to prioritize, and has solid organizational skills to complete assignments, projects and tasks on time.

Strong communication skills to speak, listen and write in a clear, thorough and timely manner using appropriate and effective communication tools and techniques, interacting with diverse audiences. Must be able to provide excellent customer service.

## PHYSICAL REQUIREMENTS

Normal physical job functions performed within a standard office environment. Reasonable accommodations may be made to individuals with physical challenges to perform the essential duties and responsibilities.

## MINIMUM KNOWLEDGE AND EXPERIENCE

Associates degree with two (2) years of work-related experience. Official transcripts required when applicable. \*\*\* Will be subject to a criminal background check. Some positions may be subject to a fingerprint check. \*\*\*

## ESSENTIAL DUTIES AND RESPONSIBILITIES

Responsible for initial review and interpretation of curriculum recommendations submitted by the discipline curriculum committees and/or college to ensure completeness, accuracy and compliance with the requirements of DCCCD policies/procedures, state, federal and national standards of governing agencies, as applicable.

Reviews curriculum maps, guided pathways and transfer pathways for accuracy and alignment with approved curriculum, certificates and degrees. Responds to curriculum inquires of varying degrees of complexity; identifies problems and recommends solutions. Responsible for curriculum content and may assist with data entered into the Datatel/Colleague course master which permits the colleges to develop course schedules. Assists with review of the Lower Division Academic Course Guide Manual (LDACGM) and Texas Common Course Numbering System (TCCNS) Course Matrix to ensure district compliance. Monitors curriculum records related to proposed and approved curriculum submitted or received from the curriculum committees, THECB and/or other state agencies.

Coordinates, assists and guides constituents and stakeholders in the preparation of curriculum content and documents. Responsible for supply purchases. Coordinates the arrangements and logistics for workshops, conferences, special events, presentations, i.e. purchasing refreshments/food, working with vendors, handling room set ups, etc.

Assists with the management of historical district records of all academic curriculum, degrees and courses in the district. Create and develop various database files, documents and reports; performs research and/or gathers data required in the curriculum process. Manage and coordinate multiple tasks simultaneously to meet crucial deadlines. Designs, create and develop curriculum materials, procedural manuals, guidelines, etc. and provide training; ensures curriculum information is posted to department website.

Advanced knowledge of computer software programs and demonstrated use of computer technology to access data, generate reports and maintain records. Strong analytical skills and advanced knowledge of database management. Advanced oral and written communications skills to effectively interact with external agencies, DCCCD staff, students and other individuals from diverse backgrounds within the DCCCD community network.

Performs other duties as assigned.



## Dallas County Community College District

*The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job and shall not be construed as a declaration of the total of the specific duties and responsibilities of any particular position. Incumbents may be directed to perform job-related tasks other than those specifically presented in this description. Position requires regular and predictable attendance.*