



Job Description

Job Title: College Curriculum Management

JTC: CJP

Salary Range: N06

FLSA: 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

This position is responsible for the review and compliance requirements of the state governing agencies (i.e. Texas Higher Education Coordinating Board (THECB), Southern Association of Colleges and Schools (SACS), and DCCCD policies and procedures related to technical programs and academic course revisions).

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Significant experience in development and management of curricula, strategic plans, instructional design and delivery and instructional technology in higher education. Experience working in a higher ed environment and knowledgeable of applicable laws, codes, regulations, policies and procedures as it relates to curriculum and instruction.

Strong organization skills, time management and problem-solving skills. Ability to manage multiple tasks in a dynamic environment. Knowledge of theory related to learning modalities and learning pedagogies.

Demonstrated ability to interact effectively with DCCCD staff, students, external agencies and other educators from diverse backgrounds. Ability to lead and utilize motivational techniques and strategies in the development of curriculum and assessment.

Demonstrated ability to work independently, exercising sound judgment and initiative in implementing tasks and making sound decisions. Skills to manage assignments, set priorities and evaluate progress toward outcomes. Ability to maintain complete and accurate records and statistics and develop essential reports.

Requires advanced computer technology skills. Must have strong interpersonal skills and the ability to effectively communicate with a wide range of individuals and constituents in a diverse, multicultural college community. Strong and effective customer service experience.

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

Bachelor's degree or higher plus three (3) years of experience in curriculum management at a community college. Must have 2 years of supervisory experience. Must have valid driver's license if traveling to off-site locations. *** Will be subject to a criminal background check. Some positions may be subject to a fingerprint check. ***

ESSENTIAL DUTIES AND RESPONSIBILITIES

Responsible for the management, development, implementation, planning and coordination of technical occupational programs and academic discipline areas for inclusion in various print and electronic information tools.

As college Workforce Education Course Manual (WECM) Specialist, facilitates the WECM process for technical occupational programs. Reviews all general academic course requests for completeness and accuracy for submission to the District Curriculum Management Office.

Work with District Curriculum Management staff to process general academic course requests to be submitted to and approved by the THECB. Provides training and assistance to various levels of management and faculty throughout the college as it relates to curriculum and state processes and procedures.

Responsible for the input of all degree plans, course descriptions, program matrix and any course additions and/or deletions or related changes in the college catalog. Reviews curriculum revision proposals for adherence to timelines/guidelines and coordinates problem resolution.

Responds to inquiries of varying complexity; identifies problems and solutions based on knowledge of the district's curriculum process. Supervision: Responsible for selection, training, coaching, evaluation and development of assigned staff.

Must complete required DCCCD Professional Development training hours per academic year. Must have excellent communication skills and the ability to interact with diverse internal/external stakeholders and constituents within the DCCCD community network.

Performs other duties as assigned.

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.