



Job Description

Job Title: District Coordinator, Curriculum Management

JTC: CJQ

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

Responsible for the overall functions, management, training, planning, coordination and review of curriculum processes for accuracy, completeness and compliance. Coordinate processes and guidelines to meet state, national and federal standards, according to the policies and procedures of the DCCCD and state educational governing agencies.

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. Ability to effectively aggregate and interpret data, apply mandated policies and procedures, rules and regulations.

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 in related field plus six years of experience in a community college. 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

Manages the review, assessment and evaluation of materials for completeness and compliance with the requirements of the governing agencies (i.e., Texas Higher Education Coordinating Board (THECB), Texas Common Course Numbering Systems (TCCNS), Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) and DCCCD policies and procedures), for curriculum.

Manages processes for review and update of core curriculum, degrees, course descriptions, program matrix, course additions, deletions and/or related changes for DCCCD. Serves as liaison with the District Service Center IT personnel to ensure Ellucian/Colleague is updated and in compliance with state mandates, rules and regulations.

Develops and reviews processes and procedures for implementation of curriculum changes; develops guidelines, manuals and/or handbooks, detailing format, procedures and timelines. Coordinates the application process to work with the THECB and higher education institutions to acquire and secure transferability documents to support submissions for approval.

Coordinates the review and preparation of requests for submission to the THECB and Texas Common Course Numbering System Board to ensure curriculum is updated and revised for the District. Develops and conducts training for staff at colleges, i.e. faculty, division deans, support staff, etc., within the district as it relates to curriculum processes and procedures and rules and regulations of governing agencies.

Provides guidance to colleges, committees, councils and staff who are involved with curriculum development. Manages departmental budget and expenditures, etc. 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.