

#22

COMPLETE

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Page 1: Classified Position Request Form

Q1

Please enter the following:

| | |
|-----------------------------------------------------------------|---------------------------------------------------------|
| Department | Office of Instruction - Instructional Operations |
| Position Title | Curriculum Specialist |
| Salary Range* | 35 |
| Annual Salary at Step B* | \$61,092 (\$5,091 per month) |
| Hours/week and # of months (e.g., 10-month, 11-month, 12-month) | 40 hours per week / 12-month |

Q2

Current program goal (as listed in comprehensive program review/annual update) this position will directly advance/support:

Goal #4 - Enhance services offered by Instructional Operations.

Q3

How will this position directly advance/support the goal listed above?

Due to the acquisition and implementation of a new, online curriculum management system as well as several mandated regulation changes/updates, such as CalGETC (AB 928), Common Course Numbering (AB 1111), and curriculum changes as a result of the new Standardized Attendance Accounting Method (SAAM), having a Curriculum Specialist will allow the supervisor to provide overarching guidance to the Curriculum Specialist and the Master Class Scheduler while focusing on department overarching priorities and reporting.

Q4 **Additional general fund position**

What type of position is being requested?

Q5

Please attach the description for the position classification (job descriptions are posted on this GCCCD Human Resources webpage).

[**curriculum-specialist-2024-09-04.pdf \(150.9KB\)**](#)

Q6

What are the actual duties and responsibilities that are specific to this requested position that you would like to highlight to help the Classified Hiring Priorities Committee understand the need for this position? How does the lack of this position impact the program's or service area's ability to serve students? (300 words or less)

This position exists at Grossmont College. While Grossmont has an IOPS Supervisor, Curriculum Specialits, and 2.5 Master Class Schedulers, Cuyamaca has an IOPS Supervisor and Master Class Scheduler, as well as an Admin Assistant that supports curriculum meetings, Academic Senate Meetings, and evaluations. Critical duties and responsibilities include - Assist in coordinating college curriculum processes, timelines, and deadlines. Compile and maintain curricular information and changes in the college curriculum management system, the Chancellor's Office State Curriculum Inventory System, and in the student information system; help maintain and update the Curriculum website; provide copies to students, faculty, and staff as requested. Provide general interpretation of applicable laws, rules, regulations, restrictions, and policies of the California Community Colleges Chancellor's Office and provide analysis of potential impact on curriculum and programs. Advise faculty and staff on curriculum policies and procedures developed and approved by the campus curriculum committee; assist with the completion of proposals; prepare and distribute campus calendars related to curriculum, board agenda items, curriculum committee agendas, minutes and other documents related to the curriculum approval process. Collaborate with and serve as liaison to college leadership, faculty, and the California Community Colleges Chancellor's Office; coordinate the flow of information; assist in the preparation of agendas and materials; assist in updates to the curriculum website; ensure accuracy of data for MIS reporting. Communicate changes to local, State and Federal regulations to appropriate interest holders. Communicate changes to local, State and Federal regulations to appropriate interest holders. Serve as technical resource to faculty and administration in preparation of curriculum and scheduling proposals; prepare user guides and training documentation; assist with training sessions for faculty, administrators, and staff; explain and disseminate new regulations from the Chancellor's Office. Assist in the development, preparation, and creation of various reports as required or requested by the Board of Trustees, state agencies, administrators, faculty, and others regarding courses and classes offered by the District; collect data and provide research assistance as assigned. Maintain updated knowledge of curriculum regulations, requirements, processes, and information systems; attend workshops or webinars; disseminate changes or updates to District administration, faculty, staff, and students. Provide support as needed for curriculum meetings; post minutes, agendas, and curriculum materials; document and record proceedings. Participate in the preparation, editing, revision, proofreading, printing, and distribution of the college catalog.

Q7

* How are the duties of the requested position currently being performed, if at all?

Currently, the Mast Class Scheduler is responsible for calculating course hours, inputting the schedule in Colleague and updating/editing the schedule as necessary. The IOPS Supervisor handles all Curriculum launching and processing duties, class schedule oversight, evaluations, hire letter launch, catalog updates and launch (to include the printed catalog), MIS reporting, addressing and fixing MIS data errors, and web updates. Circling back to Curriculum, all technical and CCCCO curriculum duties, as well as management and administrative oversight of the new, online curriculum management system are directly handled by the IOPS Supervisor, who since August 2023, has accrued an average of 10 hours of overtime per week.

Q8

* OPTIONAL: If duties are being performed by a grant-funded position, when will the grant end?

N/A

Q9

Program or Service Area Potential for GrowthPlease describe how the program/department has changed over the past 3 to 5 years and how this position will help the department serve more students directly or indirectly?- How has the demand for program/department services increased/changed over the past 3 to 5 years?- How have workloads in the program/department increased/changed over the past 3 to 5 years?- How many more students will the position serve, and who will it serve?**Please use both quantitative and qualitative data including, but not limited to: details of a newprogram, service, or initiative; number of students served; number of appointments; number ofvisits; number of workshops; total overtime/comp time accrued, number ofhourly/intern/volunteer/work study in program/service area and services provided.**(200 words or less) (Rubric Criterion 2)

Instructional Operations is a largely self-sustaining office that serves both instructional and student services areas. This is the office/supervisor everyone on campus goes to with questions related to schedule, curriculum, course offerings, course schedules, curriculum updates, the catalog, and evaluations. In the past two years, due to the new, online curriculum management system and initiative mandates, the IOPS Supervisor has been averaging 10 hours of overtime per week. It is our belief that the outgoing supervisor retired due to the inexhaustible workload.

Q10

Which of the College's strategic priorities will this position most directly support? Note: Selecting more than one strategic goal will not impact the Classified Hiring Priorities Committee rating of the position.

Increase Equitable Access,

Increase Hiring and Retention of Diverse Employees

Q11

Please explain how the requested position will support the college strategic goal(s) identified above. (200 words or less) (Rubric Criterion 3)

While an argument could be made that a Curriculum Specialist is instrumental in ensuring accurate and effective courses and program are processed and ready for offering, which speaks to all of the strategic priorities, the two that this fits the most are Increase in Equitable Access and Increase Hiring and Retention of Diverse Employees. In regard to Access, the Curriculum Specialist would ensure there are course offerings/programs that are used to create a student-centered schedule. In regard to Retention of diverse employees, hiring a Curriculum Specialist provides us the opportunity to diversify the IOPS office and to optimize staffing to ensure manageable workloads.

Q12

How will this position improve the student experience at Cuyamaca College? How will the program or service area measure the impact of this position on the student experience?(200 words or less) (Rubric Criterion 4)

Hiring a Curriculum Specialist, would not only provide comparable staffing available at Grossmont College, the position would provide dedicated staff to address timely curriculum needs, be able to process curriculum speedier at both the local and state levels. There would be a dedicated employee to administer the online curriculum management system and provide as needed training for the end users. All of this will ensure timely processing of curriculum, which will enhance the overall student experience.

Q13

Please confirm that you have discussed this classified position request with your dean/manager and that you understand that deans/managers will be providing feedback about the division's priorities and needs to help inform and may impact the prioritization process.

Yes, I have discussed this position request and its priority relative to other requests within the division/department with my dean/manager

Q14

Date of meeting (with dean/manager):

Date / Time

01/12/2026

Q15

In an effort for continued improvement of the Classified Position Request Process, the CHPC would like your feedback regarding the CHPC guidance and process for submitting new classified positions requests.

Respondent skipped this question