Title: Curriculum Program Specialist Job Code: 10313

JOB SUMMARY

The Curriculum Program Specialist is responsible for coordinating select program curriculum reviews, reviewing select new program requests, facilitating faculty peer group meetings, researching instructional resources and materials in select program areas, and providing direct support to college administrators and instructional staff.

MAJOR DUTIES

- Coordinate select curriculum review, evaluation and acquisition for the technical colleges;
- Coordinate the development and revision of state standards curriculum and institutionally developed curriculum in a cluster of related instructional programs offered by the technical colleges;
- Review new program requests for select program areas;
- Facilitate faculty peer group meetings on a bi-annual basis;
- Research instructional resources and materials in select program areas;
- Provide direct support services to college administrators and instructional staff;
- Attend professional development training, workshops, seminars and conferences and reads professional literature in the related technical field; and
- Other duties as assigned.

COMPETENCIES

- Demonstrated knowledge of curriculum development and instructional delivery methodologies
- Knowledge of TCSG's program offerings and curriculum structure
- Ability to analyze and communicate information in a clear, concise manner
- Analytical skills
- Oral and written communication skills
- Skill in interpersonal relations and in dealing with the public
- Skill in the operation of computers and job related software programs
- Organizational skills
- Decision making and problem solving skills

MINIMUM QUALIFICATIONS

- Bachelor's degree in a related field ***and*** Five (5) years of experience in postsecondary education

PREFERRED QUALIFICATIONS

- Preferred qualifications may vary from location to location