

Job Description

Position Title: Curriculum and Assessment Manager

Job Family: Academic Support

Job Level: Manager

FLSA Status: Exempt

Salary Grade: 07

Position Summary:

The Curriculum and Assessment Manager serves as a lead in the day-to-day operations of Curriculum Quality Improvement. This position includes administering and supervising complex, multi-faceted, district operational programs that are comprehensive in nature, which are encompassed within curriculum, degree planning software, Department of Education and HLC related compliance and accreditation oversight, comprehensive supervision, analytical support; project management; system and technology support; research support; and evaluation of operations and processes.

Essential Duties and Responsibilities:

Examples of key duties are interpreted as being descriptive and not restrictive in nature. Incumbents routinely perform approximately 80% of the duties below.

1. Supervises employees in curriculum, and associated functions, which includes: prioritizing and assigning work; conducting performance evaluations; ensuring staff is trained; and making hiring, termination and disciplinary recommendations.
2. Represents the college on all curriculum and associated functions, to internal and external stakeholders (HLC, CATYC, ATF, AZ Transfer, Department of Education and associated software vendors). Provides complex consultative services for curriculum, MyDegreePlan (MDP), and accreditation requirements.
3. Manages the planning, development, implementation, and administration of complex programs and projects including, but not limited to: curriculum, MDP, Department of Education, and HLC related compliance and accreditation. Develops action plans and evaluates program goals, plans, operational, and funding needs.
4. Develops strategies for generating revenue through new programs and courses by using Arizona key commerce corridors, analytics, labor market data, transferability to Arizona Universities, and national universities. Evaluates, integrates, implements, and manages software related solutions in lieu of time-intensive manual processes that generate long-term, strategic, profitable actions.
5. Develops and maintains internal and external contracts; develops strategies and coordinates efforts to ensure program success and client satisfaction for MDP, Curriculog, Acalog, AZ Transfer, and Course Equivalency.

6. Analyzes program and course enrollment for transferability to the University, career training marketable skills, and curriculum data to provide communication and marketing guidance to administrators, board of governors, deans, marketing department, and external stakeholders.
7. Oversees and manages the development and administration of instruction, professional development, and training curriculum for faculty, staff, and administrators on software systems used district-wide, Acalog, Curriculog, MDP, and policies used state-wide to include but not limited to curriculum and standards.
8. Develops, maintains, and ensures accurate Scribe programming language is coded into the student degree audit system that is utilized by administration, staff, faculty, and students and needed for Title IV disbursements and degree conferral. Functions as a database administrator for the Acalog, Curriculog, and MDP databases and as a co-administrator for eLumen and AdAstra databases.
9. Performs all other duties and responsibilities as assigned or directed by the supervisor

Knowledge, Skills, and Abilities:

1. Knowledge of regulatory compliance principles and practices
2. Knowledge of business management and fiscal practices
3. Knowledge of internal and external customer service principles and practices
4. Knowledge and application of organizational and time management principles
5. Skill in project management principles, processes, and techniques
6. Skill in people leadership and supervision
7. Skill in team building
8. Skill in analyzing data and drawing conclusions
9. Skill in effective communication (both written and oral)
10. Skill in organization, coordination, and management
11. Skill in public speaking
12. Skill in performing a variety of duties, often changing from one task to another of a different nature
13. Ability to apply analytical and critical thinking skills as well as draw conclusions and prepare accurate reports of results
14. Ability to apply effective and accurate data entry and typing skills
15. Ability to develop and maintain effective and positive working relationships

Supervision:

- Supervises work of others, including planning, assigning, and scheduling work, reviewing work, and ensuring quality standards, training staff and overseeing their productivity, and signing employee(s) performance evaluation. May have responsibility for making decisions on hiring, termination and pay adjustments.

Independence of Action:

- Results are defined and existing practices are used as guidelines to determine specific work methods. Carries out work activities independently; supervisor/manager is available to resolve problems.

Competencies:

Competencies are the actions and behaviors that can be observed as to how work gets done that supports the College's values and strategic objectives.

- **Organizational Culture:** Provides an opportunity to impact the organizational culture of Pima Community College by both acknowledging the College's past and helping to chart its future.
- **Information and Analytics:** Allows ability to be a data leader. Provides a holistic representation of College's performance as well as data trends or issues.

Minimum Qualifications:

Candidates/incumbents must meet the minimum qualifications as detailed below.

- Bachelor's degree in Education, Mathematics, Computer Technology or a closely related field of study required
 - Master's degree in a related area preferred
 - Three (1) to Five (3) years of related with data analysis, project management, and budgeting required
 - One (1) to Three (3) years of supervisory experience required
 - Five (3) to Eight (5) years of related experience preferred
- OR An equivalent combination of certification, education and experience sufficient to successfully perform the essential duties of the job such as those listed above

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the key duties and responsibilities of this job. **Reasonable accommodations may be made to enable individuals with disabilities to perform critical tasks.**

- **Environment:** Work is performed primarily in a standard office environment with staff contact and frequent interruptions.
- **Physical:** Primary functions require sufficient physical ability and mobility to work in a standard office setting; to remain in a stationary position for prolonged periods of time; to occasionally position self to perform duties; to move, transport, and/or position objects of light to moderate (up to 20 pounds) amounts of weight; to operate office equipment including use of a computer keyboard; to travel to other locations using various modes of private and commercial transportation; and to effectively communicate to exchange information.
- **Vision:** Ability to see in the normal visual range with or without correction.
- **Hearing:** Ability to hear in the normal audio range with or without correction.

Special Conditions of Employment:

- Pre-employment Background Check Required
- Some evening and weekend work hours
- DMV Check/Current and Valid AZ Driver's License