

GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT
STRATEGIC HIRE REQUEST
10/24/23

Date

Site	Position	Justification
<input checked="" type="checkbox"/> GC <input type="checkbox"/> CC <input type="checkbox"/> DS	Please include: Position Title: Curriculum Specialist Position #: New FTE: 100% Level: Range Department: Instructional Operations	<p>1. Key responsibilities of position:</p> <ul style="list-style-type: none"> ○ Under the direction of the Vice President, Academic Affairs perform complex and specialized duties to coordinate, construct and maintain the the Grossmont College curriculum processes, timelines and deadlines. Serve as technical liaison to Chancellor's Office for reporting of college curriculum. Maintain the accuracy and integrity of curriculum records. ○ Assist the Curriculum committee chair in coordinating Grossmont's curriculum processes, timelines and deadlines. Maintain the accuracy and integrity of the district curriculum records of instructional programs and course documents ○ Provide technical training to faculty in the use of the curriculum management database program (CurricuNET) and manage the system; troubleshoot and solve curriculum-related problems with software. ○ Process Board approved curriculum additions, deletions and modifications in the student information management system and the class schedule. ○ Provide divisions and departments annually with listings of courses and programs needing to be updated to comply with accreditation standards, BPAP, curriculum offerings, Title 5 regulations and transferability requirements. <p>2. Current status of position:</p> <ul style="list-style-type: none"> ○ Filling a replacement position included in the budget ○ Filling a restructured position included in the budget <ul style="list-style-type: none"> ■ Has an Org Mod been approved? Yes / No ■ Org Mod approval date _____ ○ X Filling a new position <ul style="list-style-type: none"> ■ Has an Org Mod been approved? Yes / No ■ Org Mod approval date _____ ○ Other (please specify) <p>3. Strategic Staffing Rationale: Please address at least one of the following items:</p> <ul style="list-style-type: none"> ○ Legal mandates: Maintain currency of curriculum compliance with Title 5 regulations; disseminate changes in Title 5 regulations to administrators, faculty, and staff; identify areas of curriculum affected by these changes; compare and contrast changes to Title 5 regulations and make appropriate adjustments to materials and other resources as required

		<ul style="list-style-type: none">○ Accreditation requirements: Provide divisions and departments annually with listings of courses and programs needing to be updated to comply with accreditation standards, BPAP, curriculum offerings, Title 5 regulations and transferability requirements.○ Critical threshold of instruction or support services: The Curriculum Specialist will support curricular functions, instructional and educational programs.○ <p>4. Budget Impact – Please specify the following:</p> <p>Is position included in the current budget? Yes</p> <p>Funding Source? Unrestricted</p> <p>Smartkey and Salary Object: 1324001-2110</p> <p>Annual Salary at Step B: \$52,236 + Benefits</p>
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