

# COLLEGE OF CENTRAL FLORIDA

## JOB DESCRIPTION

JOB TITLE: COORDINATOR - CURRICULUM SERVICES FACULTY CREDENTIALING

PAY GRADE: P-10

OVERTIME STATUS: NON-EXEMPT

### MAJOR RESPONSIBILITY:

To provide coordination, supervision and maintenance for the curriculum services and faculty credentialing functions. Duties include coordination, assistance and support to instructional personnel with curriculum development and processing, oversight and maintenance of the faculty credentialing database, serving as a liaison for curriculum and faculty credentialing issues for various constituencies within college leadership, coordination of the college catalog revision and publication process using SmartCatalog, maintenance of the college's degree audit system, serving as institutional contact to Statewide Course Numbering System (SCNS) in Tallahassee, and maintaining and updating the college's historical curriculum data, course syllabi archive and course history and equivalency data.

### PREREQUISITES FOR POSITION (Qualification Standards):

1. Education or training: Bachelor's degree required. Master's degree preferred.
2. Years of experience in field: Three years related work experience, in an Education-related field required, six years preferred.
3. Special skills or abilities related to position: Proficiency in verbal and written communication skills. Attention to detail and accuracy. Knowledge and effective use of college software systems. Knowledge of the Florida Department of Education and CF procedures and regulations pertaining to curriculum and reports is essential. Ability to represent office in a highly professional manner. Ability to make decisions in accordance with College rules, regulations, and policy.

### ESSENTIAL JOB FUNCTIONS:

1. Provides leadership, coordination and support college-wide in the flow, process, progress and completion of curriculum proposals.
2. Provides oversight and maintenance of the faculty credentialing database collaborates with hiring administrators and Human Resources to ensure the integrity of the data.
3. Serves as a liaison for curriculum and faculty credentialing issues to various areas of college leadership.

Revised 2-14-14

Revised 5-10-12

Revised 1-30-09

Revised 6-12-07

Revised 4-26-06

7/25/00

ESSENTIAL JOB FUNCTIONS (Continued):

4. Serves as the institutional contact to Statewide Course Numbering System (SCNS) at the Florida Department of Education.
5. Collaborates with Institutional Effectiveness to ensure the college remains in compliance with faculty credentialing requirements from SACS, providing reports as requested.
6. Maintains current course information with the Statewide Course Numbering System.
7. Maintains electronic course outline archive.
8. Maintains course information in Jenzabar, including the accuracy of the state department numbers for reporting purposes, and regular updates to selected tables.
9. Maintains the course history, course equivalency, curriculum framework files and requirement screens for A.A., A.S. and baccalaureate degree programs.
10. Maintains current curriculum data with approved changes and disseminates information to appropriate college personnel and departments.
11. Communicates to college curriculum committee all recommended curriculum proposals.
12. Coordinates the revision and publication of the college catalog using SmartCatalog software. Responsible for typesetting and pagination of the college catalog documents, and the creation of PDF and HTML versions for the college web site.
13. Administers SmartCatalog software for use in creation of other college publications, including the creation of user ids and creation of system passwords. Provides training and support to all users of the software. Troubleshoots software as needed. Serves as a liaison between SmartCatalog and the college.
14. Coordinates and serve as a resource person to the College Curriculum Committee.
15. Serves as the secretary for the college curriculum committee.
16. Maintain the degree audit system.
17. Researches, creates and distributes Annual Purge for courses not taught in 5 years.
18. Collaborates with Institutional Effectiveness to ensure that substantive changes to academic programs, courses and degree requirements are submitted to SACS in a timely manner.
19. Facilitates process used for establishing new programs, collaborating with program managers, Institutional Effectiveness and Student Affairs to ensure that appropriate approvals are obtained prior to program implementation.
20. Facilitates program closure process, collaborating with Institutional effectiveness, Student Affairs and Instruction Deans to ensure established college procedure is followed and in compliance with SACS requirements.
21. Facilitates the annual revision process for Instructional Laboratory Fees. Provides revised Instructional Laboratory Fees to the Office of the Vice President Administration and Finance upon approval by the Vice President of Academic Affairs.

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ESSENTIAL JOB FUNCTIONS (Continued):

22. Coordinates the development of the college's credit course schedule each term. Provides training and support to staff that enter course schedule information. Works with Information Technology to correct schedule errors in a timely manner to facilitate registration.
23. Establishes the final exam schedule.
24. Maintains the course syllabus archive for the Office for Academic Affairs.
25. Serves as secretary for the Learning Outcomes Steering Committee. Maintains Learning Outcomes documentation for the college.
26. Collaborates with Marketing and Public Relations to proof information in college publications related to course offerings and program requirements.
27. Maintains Curriculum Services and Learning Outcomes Steering Committee web sites.
28. Serve as the primary administrator for Ad Astra.
29. Utilize Ad Astra to assign classroom and other facilities each semester.
30. Perform Ad Astra Optimization in a timely manner in synch with the college student registration cycle.
31. Train other Ad Astra Users.
32. Serve as a liaison to academic support staff responsible for course scheduling input.
33. Prepare room utilization reports for college administration.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job related marginal duties as required.)

ESSENTIAL PHYSICAL SKILLS:

- Acceptable eyesight (with or without correction).
- Acceptable hearing (with or without hearing aid).
- Ability to communicate both orally and in writing.
- Ability to type the prescribed words per minute accurately.
- Ability to access file cabinets for filing and retrieval of data.
- Ability to sit at a desk and view a display screen for extended periods of time.
- Ability to access, input, and retrieve information from a computer.

(Reasonable accommodations will be made for otherwise qualified individuals with a disability.)

ENVIRONMENTAL CONDITIONS:

- Works inside in an office environment.

PRIMARY LOCATION OF JOB: Building 1 (Founders Hall), Ocala Campus

SUPERVISOR OF POSITION: Vice President for Academic Affairs

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