



## **JOB DESCRIPTION**

**JOB TITLE:** Title III Curriculum Specialist

**REPORTS TO:** Title III Program Director

**CLASSIFICATION:** Professional I/Grant Funded

**STATUS:** Full-time, exempt

**LENGTH OF EMPLOYMENT:** 12-month continuing position

**JOB OVERVIEW:** Under the general direction of the Title III Program Director, the Curriculum Specialist will conduct and/or coordinate development of course content for new Computer Science A.S. degree programs, and specializations within the degree, as well as curriculum for three distinct certificate programs; conduct and/or coordinate pilot testing, evaluation and analysis of the newly developed courses. The Curriculum Specialist will also work with the CSC division chairs and administrative personnel to ensure all necessary steps for curriculum approval are followed, at the college, state, and accrediting agency level.

### **DUTIES AND RESPONSIBILITIES:**

- Coordinate development of computer science courses
- Coordinate with CSC faculty involved in course development and
- piloting of courses
- Oversee comprehensive evaluation of new courses and certificates
- Ensure all necessary steps for curriculum approval are followed

*The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.*

### **EDUCATION/ EXPERIENCE REQUIRED:**

- Master's degree required in Computer Science or related field; minimum of five years instructional experience at the postsecondary level; minimum three years' experience in postsecondary curriculum development, design, or revision. The Curriculum Specialist will have demonstrated experience with design and implementation of current instructional technology resources.

### **KNOWLEDGE, SKILLS, AND ABILITIES:**

- Excellent interpersonal, verbal, and written communication skills

- Demonstrated willingness and ability to act ethically and socially responsible
- Must be able to work at the location that best serves the institutional needs of Connors State College
- Demonstrated ability to work collaboratively as a member of a team
- Ability to handle multiple tasks with attention to detail
- Must be a self-starter, able to prioritize tasks to meet multiple deadlines

***Connors State College is an Affirmative Action/Equal Opportunity/E-Verify Employer.***

**SIGNED:** \_\_\_\_\_ **DATE:** \_\_\_\_\_