

HILLSBOROUGH COMMUNITY COLLEGE

CLASS SPECIFICATION

<i>Class Title:</i> Curriculum Coordinator		<i>BOT Date:</i> October 20, 2004	
<i>Level:</i> G	<i>FLSA Status:</i> Exempt	<i>Class Code:</i> E0743	<i>Adm. Rev:</i>

GENERAL DESCRIPTION

Responsible for developing and maintaining strong industrial, governmental, and educational contacts, interactions, and programs in support of a specific grant.

KEY RESPONSIBILITIES

% OF TIME

1.*	Reviews, edits, and formats Grant curriculum materials, to include college courses, outreach and professional development, and coordinates the production of these materials.	35
2.*	Collaborates with the project staff and partners to identify curriculum needs.	10
3.*	Identifies subject matter experts and writers from contract partner institutions and other resources to write curriculum content.	10
4.*	Participate in the development and implementation of strategies to evaluate curriculum materials.	25
5.*	Participates in all of the aspects of the Grant's curriculum activities.	15
6.*	Collaborates with staff to identify and implement Grant-related goals and objectives.	5
7.	Perform other similar and related duties as required.	

* Indicates an "essential" job function.

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KEY JOB REQUIREMENTS		
<i>Education:</i>	Bachelor's Degree required; Master's Degree preferred. Knowledge of technical fields. Advanced grant-specific knowledge is desirable.	
<i>Experience:</i>	Three to five years of prior related work experience.	
<i>Planning:</i>	Plan events and activities expected to occur within both short term (month) and long term (year) and have some effect on Grant's expenditures and/or revenues. The scope of planning may impact the Grant and/or one or more educational institutions.	
<i>Impact of Budgets:</i>	Provides budget needs for curriculum development and production. Actions may have a direct contribution on the methods used to generate revenues for the Grant.	
<i>Impact of Decisions:</i>	Moderate responsibility for making recommendations and decisions that impacts the Grant and curriculum, and may at times affect the Grant and its partner institutions and associated persons.	
<i>Complexity:</i>	Work is moderately complex and varied and requires the development and implementation of methods for curriculum content, format, and subsequent distribution. Moderate analytic ability is needed to gather and interpret information and data. Solutions can often be found by using methods chosen before in other situations and by developing new approaches and/or techniques.	
<i>Decision Making:</i>	Supervision is present to establish and review broad objectives relative to basic position duties and responsibilities. Independent judgment is required to study previously established, often partially relevant activities; plans for various interrelated activities; and coordinates such activities within a work unit or while completing a project.	
<i>Problem Solving:</i>	Involved identification and analysis of diverse problems; answers are usually found by reviewing standard technical manuals and administrative procedures, and modifying them for unusual situations. Guidance is provided on what sources to review and solutions are reviewed before acceptance.	
<i>Communications with Others:</i>	Requires frequent internal and external contacts to carry out various programs and activities in the educational, industrial and governmental economic sectors.	
<i>Supervision of Others:</i>	Responsible for providing supervision for one or more functions within the Grant. Participates in the planning, and may assign, direct and coordinate the work of these functions. Typically responsible for some non-supervisory duties in addition to supervisory responsibilities. Nature of work supervised is primarily technically oriented or complex, includes additional administrative responsibilities, and requires a working knowledge of the Grant's organizational structure and its activities.	
<i>Job-Related Knowledge:</i>	Requires moderate knowledge of technical education materials and content, professional discipline and knowledge of fields related to the Grant's activities. Understands information in several unrelated professional disciplines and economic business sectors.	
<i>Innovation/Creativity:</i>	Work requires using original and creative thinking to help develop new, innovative results. The results generally impact the local, and/or distant, target groups, partners and/or projects.	
<i>Working Conditions/Physical Effort:</i>	Work is typically performed sitting at a desk in an office, library, computer or classroom. Physical effort involves intermittent sitting, standing and stooping, with occasional lifting of 25 pounds or less. Occasional travel may be required both regionally and nationally.	