



Position Title:	Curriculum Specialist/Instructional Designer		
Reports To:	District Director		
Department:	District Academic Programs	Job Code:	0795
Prepared By/Date:	Mollie De Hart/9-22-2010	Job Group:	PENC
Approved By/Date:	Mollie De Hart/9-22-2010	Salary Grade:	12
Revised:	Jennifer C. Brito/9-30-2010	FLSA Status:	Exempt

Summary:

The Curriculum Specialist/Instructional Designer is responsible for coordinating and maintaining the content of the Miami Dade College curriculum systems, including utilizing the curriculum management system software, the Course Catalog and Degree Audit database(s). This individual ensures integration of academic requirements for all MDC programs and is responsible for accuracy and integrity of student academic information in compliance with established policies and procedures, and accurate maintenance of curriculum changes and updates affecting program content and student academic progression, transfer and graduation.

Essential Duties and Responsibilities:

- Implements State and Legislative academic mandates and implements College-wide Academic & Student Services Council (CASSC) requirements
- Creates and maintains data for academic requirements on the MDC mainframe, including the MDC Degree Audit, Course Dictionary and System Tables
- Coordinates and maintains all coursework in the MDC Course Dictionary, including Academic and Professional, Occupational/Vocational, Continuing Workforce Education CWE, and Recreation/Leisure courses
- Compiles and extrapolates data from the MDC database determining the sequence of processes for MDC Degree Audits and Florida Academic Counseling and Tracking for Students (FACTS.org). Includes the maintenance of curriculum guides/program sheets for all programs
- Maintains the State Course Numbering System (SCNS) Miami Dade College database interface and implements changes
- Maintains Course Competencies for baccalaureate, associate, and certificate programs
- Verifies the accuracy of the MDC academic/vocational Program Crosswalks
- Prepares and coordinates curriculum materials including the MDC College Catalog
- Processes requests for Honors by Contract and experimental courses
- Assists all college personnel, including Registrars, Academic Advisement and Scheduling Clerks, Faculty, etc., and students with Course Dictionary and Degree Audit problems/concerns
- Provides academic history information to alumni and local, national, and international education institutions
- Assists Institutional Research in the maintenance of various student databases to provide accurate data reporting and maintenance of student information for Federal guidelines. Includes OCP/LCP Tables
- Supervises student assistants and part-time personnel
- Assists with special projects
- Assists the Director with review and preparation of curriculum and reports through the MDC curriculum management system
- Performs other duties as assigned

Knowledge, Skills and Abilities:

- Knowledge and understanding of college organization, goals and objectives, and policies and procedures is desirable
- Knowledge of curriculum processes and management systems
- Proficiency in Microsoft Office Suite and other related computer programs, including Excel
- Knowledge of Windows Operating Systems and Internet Operations and functionality
- Ability to exercise critical thinking skills and independent judgment
- Strong organizational skills
- Effective written and verbal communication skills including grammar, spelling, and punctuation
- Ability to input and maintain information in a database system
- Ability to work collaboratively and effectively with constituents and departments in a courteous manner
- Ability to display initiative and to work creatively with minimal supervision
- Ability to think, reason, and make sound judgments
- Ability to interpret a variety of instructions furnished in written, oral, or schedule form
- Ability to read and interpret documents, and to write routine reports and correspondence
- Ability to work collaboratively and effectively with constituents, departments, community based organizations and other service partners
- Ability to work in a multi-ethnic and multicultural environment with students, faculty, and staff

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the noise level in the work environment is usually quiet.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand and reach with hands and arms. The employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls; and talk or hear.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Essential Personnel:

Non-essential

Minimum Requirements:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

- Bachelor's degree from a regionally accredited institution and three (3) years of related experience or Associate's degree from a regionally accredited institution and seven (7) years of related experience.

ACKNOWLEDGEMENT

I have read and acknowledge receipt of a copy of my job description.

Signature

Date

Printed Name