



JOB DESCRIPTION

JOB TITLE: Activity Coordinator / Curriculum Specialist	FLSA: Exempt
Department: Title V	Date Revised: 5/19/2015
Security Sensitive: Yes	Grade: Faculty
Reports To: Title V Director	

Job Summary

The Activity Coordinator/Curriculum Specialist is responsible for overseeing the day-to-day Title V activity implementation and for staff supervision. The Activity Coordinator/Curriculum Specialist will lead curriculum development, particularly in developmental education courses, and will lead faculty and supplemental instruction training. Will also oversee the renovations of the developmental math and writing labs.

Essential Functions

- Ensure accomplishment of implementation strategies and approved objectives;
- Lead curriculum revisions, professional development, training of SI Leaders;
- Work with lead faculty and other Faculty and Developmental Ed Advisor to design, develop, and implement pilots;
- Work with the facilities department and the Technology Specialist to complete lab changes;
- Supervise bidding, equipment purchases, and installation;
- Supervise designated staff as required by the Title V project;
- Assist in selecting lead faculty;
- Assist Title V Director with data collection and activity evaluation;
- Maintains confidentiality of information exposed to in the course of business regarding students, supervisors or other employees;
- Contributes to a safe educational and working environment by participating in all drills and training and being prepared to take action should a health or safety emergency occur;
- Requires the kind of teamwork, supervision, and personal interaction, that cannot be had in a home office situation; therefore, regular and predictable on-site attendance is a job requirement;
- Perform all other duties, as assigned.

Minimum Education, Skills, and Abilities

- Master's degree in Education or a closely related field;
- Demonstrated expertise in curriculum design;
- Minimum three years administrative experience;
- Demonstrated experience with similar projects, including those involving facilities renovation;

- Demonstrated experience with teaching Hispanic and low-income students (minimum 3 years);
- Demonstrated knowledge and experience with technology, particularly innovative instructional methodologies;
- Familiarity with innovative, successful programs, other colleges;
- Experience with evaluation techniques.

Preferred Qualifications

- Demonstrated familiarity with federal grants, Title V preferred;
- Demonstrated bilingual skills in Spanish.

Work Environment

- Work primarily in a climate controlled environment with minimal safety/health hazard potential, but sometimes stressful conditions.
- Work requires sitting, frequent near vision use for reading and computer use, lifting, stooping, bending, stretching, walking, standing, pushing, pulling, reaching, and other physical exertion.

Special Requirements

- Availability to occasionally work or meet in the evenings and/or on weekends;
- Ability to travel in and out-of-state as well as locally to participate in meetings, conferences, and other activities related to the operation of the program;
- Subject to a criminal and Credit background check prior to employment.

NOTE: The above statements are intended to describe the general nature and level of work being performed by the person assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, skills and physical demands required of personnel so classified.

APPLICANT: Are you capable of performing in a reasonable manner the activities involved in the job or application for which you have applied? _____

Signature

Date