

**CROWDER COLLEGE
POSITION DESCRIPTION**

Status: – 30 hours per week w/benefits - 12 Months - Grant Funded	Title: TITLE III CURRICULUM SPECIALIST
Revised: 4/2/19	Department: EXECUTIVE
Level: PROFESSIONAL	IPEDS: PROFESSIONAL
FLSA: EXEMPT	Reports to: The Title III Project Manager with access to the President, VPs of Academic and Student Affairs, and Associate VPs of Academic Affairs and Career and Technical Education.

POSITION SUMMARY

The Title III Curriculum Specialist will serve as a member of the team led by the Title III Project Manager which will collaboratively develop, coordinate, and implement the Title III project. Specifically, the Title III Curriculum Specialist will direct day-to-day activity, coordinate faculty development, support evaluation, and work with project and Crowder faculty and staff to institutionalize new practices and improvements. The position ends at the close of the grant funding (September 2022).

MAJOR FUNCTIONS

1. Coordinate the development of the compressed delivery of the General Education and Career and Technical Education courses.
2. Coordinate the development of the policies and procedures for cohort enrollment.
3. Coordinate the development of the policies and procedures for a supplemental instruction program.
4. Review and revise current course syllabi and course pathways for increased student success.
5. Revise materials for improved contextualization, interactivity, and collaboration for compressed delivery and cohort enrollment programs.
6. Implement a Cohort Enrollment process for a Compressed General Education program with Supplemental Instruction.
7. Create and implement professional development activities on topics such as increasing instructional effectiveness, compressed delivery, supplemental instruction, and cohort educational programs.
8. Collect and analyze performance data on the effectiveness of a Cohort Enrollment process for a Compressed General Education program with Supplemental Instruction.
9. Assist and participate in any other activities related to the grant.
10. Participate in College functions where appropriate.
11. Complete other duties as assigned to meet the mission of the College.

KNOWLEDGE AND CRITICAL SKILLS/EXPERTISE

1. Bachelor’s degree in education or closely related discipline required, Master’s preferred.

2. At least 3 years of instructional experience preferred, preferably post-secondary.
3. Experience in contextualized, interactive, collaborative curriculum development/instructional design, preferably in both general education and technical programs.
4. Experience with compressed delivery is desired, but not required.
5. Experience with both transfer-directed and employment-oriented learners.
6. Experience in project, budget, and personnel management and evaluation.
7. Well-developed written and verbal communication skills.
8. Ability to establish and maintain positive working relationships with students, staff, faculty, other professionals, and the public.
9. Demonstrated ability to work effectively as a part of a team.
10. Ability to use technology for professional productivity and effectiveness.

EQUIPMENT/SOFTWARE

Information Technology Abilities required:

1. Ability to operate a personal computer using the Windows environment.
2. Ability to understand operating a personal computer within the Crowder College Network environment.
3. Ability to use E-mail.

POSITIONS SUPERVISED

None

WORKING CONDITIONS

1. Both indoors in a normal classroom environment and outdoors on a job site with exposure to temperature changes, noise, dust or chemicals.
2. Normal college working hours but adjustment of hours involving evening and/or weekend work may be required from time to time.
3. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
4. A neat appearance and appropriate businesslike apparel are required.

PHYSICAL DEMANDS

1. Work involves working with classroom equipment and requires mobility with the classroom and campus.
2. While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle or feel; reach with hands and arms, stoop, kneel, or crouch; and talk or hear. Specific vision abilities required by this job include close vision.

LANGUAGE/COMMUNICATIONS SKILLS

Ability to communicate effectively with a variety of people, including staff, students, parents, and the general public, in both written and oral mediums.