
POSITION VACANCY ANNOUNCEMENT

Curriculum Design Specialist

(Grant Funded Position)

General Description of the Position:

The Curriculum Design Specialist, under the supervision of the FIPSE Grant Project Director, is responsible for coordinating job profiles that define competencies measured by one or more of the Work Keys certification instruments. The Curriculum Design Specialist is also responsible for integrating technology ranging from digital distance learning to i3D interactive technology into the day-to-day instruction for grant targeted programs.

Responsibilities and Duties of the Position:

1. Coordinate profiling of jobs for programs associated with the FIPSE Grant.
2. Integrate technology into instruction and coordinate faculty training.
3. Work with faculty members to ensure that appropriate student learning outcomes are integrated throughout selected programs.
4. Ensure that program outcomes are amended to incorporate evaluation based on aggregated learner progress from Work Keys pre to post tests.
5. Identify micro-credentials certifying defined competencies.
6. Collaborate with project partners and establish contact with employers in select job fields.
7. Revise individual student learning outcomes to reflect Work Keys related skills.
8. Incorporate technologically-based instructional methods that will result in technological competencies.
9. Integrate pre and post testing with the appropriate Work Keys instruments to provide students with job-related skills certification.
10. Establish aggregated Work Keys testing results improvement as a program assessment tool.
11. Analyze selected curriculum programs for discrete competencies.
12. In cooperation with faculty, establish micro-credentialing procedures that will provide students with a durable and portable certification of demonstrated competencies.
13. Compile lists of certifications and document procedures for awarding certifications.
14. Other duties as assigned.

Minimum Education and Experience:

Master's degree in an educational field, or Bachelor's degree plus extensive experience in curriculum design. Community College experience advantageous. Computer experience required with a familiarity with MS Office Suite of products. Prior work experience in related field desirable.

Knowledge, Skills, and Abilities:

Must be able to meet and deal effectively with staff, instructors, and business partners. Ability to use computer to organize data and develop documents. Strong oral and written communication skills; ability to work independently with minimal supervision.

Position Term: February 1, 2010 through September 30, 2011, with possibility of extended funding through 2012.

Application review begins: January 15, 2010, open until filled. To apply: the RCC Application and copies of college transcripts must be received prior to being reviewed. Incomplete packets will not be considered. Successful applicant must pass a complete background check.

Salary: Grant Funded Position, RCC Salary Schedule, 25 A (\$ 39,993 annually), 80% time, M-Th, 8 a.m. - 5 p.m.

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