

# Job Description

Position Title: Curriculum Quality Improvement Director

Job Family: Curriculum Quality Improvement

Job Level: Director

FLSA Status: Exempt

Salary Grade: 09

## Position Summary:

The Curriculum Quality Improvement Director functions as a lead in the day-to-day operations of Curriculum Quality Improvement. The Curriculum Quality Improvement Director administers and supervises complex, multi-faceted, district operational programs that are comprehensive in nature, which are encompassed within program review, assessment, HLC and DOE related compliance, accreditation oversight, comprehensive supervision, analytical support; project management; system and technology support; research support; and evaluation of operations and processes.

The work schedule for this position is flexible and will include working evenings and weekends and local travel.

## Essential Duties and Responsibilities:

Examples of key duties are interpreted as being descriptive and not restrictive in nature. Incumbents routinely perform approximately 80% of the duties below.

1. Directs the activities, planning, implementing administering and evaluating projects and services under the purview of Curriculum Quality Improvement (CQI).
2. Supervises employees which includes prioritizing and assigning work; conducting performance evaluations; ensuring staff are trained; and making hiring, termination and disciplinary recommendations.
3. Advises or responds to questions from other College departments, Governing Board, external institutions, and agencies regarding complex issues or policies impacting programs, services and operations within Curriculum Quality Improvement.
4. Establishes, monitors, evaluates, and improves processes, procedures and/or standards, ensuring alignment with the College mission, values, goals, objectives, initiatives and local, state, and Federal laws and regulations.
5. Demonstrates high proficiency in programming and database techniques for complicated and extensive applications which interface with multiple other administrative systems. (Such as: Banner, eLumen, Curriculumlog, Acalog, AdAstra, Degreeworks).
6. Demonstrates extensive data analytics skills including proficiency with Excel, SQL, HTML, Tableau and/or similar systems
7. Administers functional contract proposals and committees; manages the selection and deployment of contracts within CQI.
8. Directs and supervises the collection of technical data and the preparation of a variety of complex reports, statements, and communications impacting employees, programs, grants, and service providers or vendors providing analysis and recommendations.
9. Develops, administers, and monitors budgets; implements and allocates resources following budget approval; approves expenditures.

10. Evaluates and communicates the impact of changes affecting the College such as potential legal or regulatory changes; compliance; or technical changes.
11. Develops, plans, implements, and administers organizational goals and objectives.
12. Performs all other duties and responsibilities as assigned or directed by the supervisor.

### **Knowledge, Skills, and Abilities:**

1. Knowledge of business management and fiscal practices
2. Knowledge of regulatory compliance principles and practices
3. Knowledge and application of organizational and time management principles
4. Knowledge of principles and methods for promoting programs and services
5. Knowledge of internal and external customer service principles and practices
6. Knowledge of project management principles
7. Skill in analyzing data and drawing conclusions
8. Skill in budget/resource management
9. Skill in effective communication (both written and oral)
10. Skill in independent decision making
11. Skill in people leadership and supervision
12. Skill in performing a variety of duties, often changing from one task to another of a different nature
13. Skill in problem solving
14. Skill in program development and process improvement
15. Skill in public speaking
16. Ability to adapt and maintain professional composure in emergent and crisis situations
17. Ability to apply analytical and critical thinking skills as well as draw conclusions and prepare accurate reports of results
18. Ability to develop and maintain effective and positive working relationships

### **Supervision:**

- Supervises work of other supervisors/managers, including planning, assigning, scheduling, and reviewing work, ensuring quality standards. Is responsible for hiring, terminating, training, and developing, reviewing performance, and administering corrective action for staff. Plans organizational structure and job content.

## Independence of Action:

- Results are defined; employee sets own goals and determines how to accomplish results with few or no guidelines to follow, although precedents may exist; supervisor/manager provides broad guidance and overall direction.

## Competencies:

Competencies are the actions and behaviors that can be observed as to how work gets done that supports the College's values and strategic objectives.

- Organizational Culture: Position provides an opportunity to impact the organizational culture of Pima Community College by both acknowledging the College's past and helping to chart its future.
- Governance, Institutional Policy, and Legislation: Position allows for impacting the guidelines that determine how the College operates.
- Student Success: Position allows the opportunity to support student success as well as improve access and retention.
- Institutional Leadership: Position provides the opportunity to provide leadership across the institution. Leading by example and supporting team building.
- Institutional Infrastructure: Position allows for taking part in the development of foundational aspects of the College, including the establishment of a strategic plan, financial and facilities management, accreditation, and technology planning.

## Minimum Qualifications:

Candidates/incumbents must meet the minimum qualifications as detailed below.

- Bachelor's degree in a closely related field of study required.
  - Master's degree in a closely related field of study preferred.
  - Five (5) to eight (8) years of related experience with database administration such as: assessment, curriculum, catalog, student management systems, and degree audit tools required.
  - More than eight (8) years of related experience preferred.
  - Three (3+) years of supervisory experience required.
- OR An equivalent combination of certification, education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

## Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the key duties and responsibilities of this job. **Reasonable accommodations may be made to enable individuals with disabilities to perform critical tasks.**

- **Environment:** Work is performed primarily in a standard office environment with staff contact and frequent interruptions.
- **Physical:** Primary functions require sufficient physical ability and mobility to work in a standard office setting; to remain in a stationary position for prolonged periods of time; to occasionally position self to perform duties; to move, transport, and/or position objects of light to moderate (up to 20 pounds) amounts of weight; to operate office equipment including use of a computer keyboard; to travel to other locations using various modes of private and commercial transportation; and to effectively communicate to exchange information.
- **Vision:** Ability to see in the normal visual range with or without correction.
- **Hearing:** Ability to hear in the normal audio range with or without correction.

### **Special Conditions of Employment:**

- Pre-employment Background Check Required
- Works evenings and weekends
- Current Arizona Driver's License Required