

# California State University, Fresno Foundation

## CURRICULUM SPECIALIST – BAY AREA ACADEMY

JOB ANNOUNCEMENT #21-268

<b>POSITION SUMMARY:</b>	<p><b>Full-time, benefited position for the California State University, Fresno Foundation.</b> The Bay Area Academy (BAA) is a program of the College of Health and Human Services, Department of Social Work Education at California State University, Fresno. The California State University, Fresno Foundation provides employment and fiscal oversight for the Bay Area Academy. The BAA provides classroom training, coaching and workforce development support to child welfare staff and other IVE eligible agencies in 12 Bay Area counties.</p> <p>The Curriculum Specialist (CS) tracks, develops, revises, reviews and analyzes all curriculum projects for which the Bay Area Academy (BAA) is contracted. The CS will work independently and in partnership with regional and statewide training entities to review existing curricula and training tools for BAA. The CS will provide a range of curriculum development and educational activities, including overseeing the tracking of development and completion of regional curriculum priorities, curriculum development, curriculum review and observation of trainings in line with contractual obligations. The CS will meet with county and statewide partners, conduct regional curriculum needs assessment activities and will attend statewide meetings including the Curriculum Development Oversight Group (CDOG) and the Supervisor Core Development Oversight Group (Supe Dog). The CS will lead the Academy's Remediation efforts to ensure that all curriculum is American with Disabilities Act (ADA) compliant. The CS will partner with the Training Operations Supervisor to support the Academy's curriculum information management system. The CS is a member of the Academy's Leadership Team.</p>
<b>ESSENTIAL JOB FUNCTIONS:</b>	<p>Under the direction of the Program Development Manager, the Curriculum Specialist will be responsible for the following duties, to include but not limited to the following:</p> <p><u>Curriculum Oversight: Development, Revision and Organization</u></p> <ul style="list-style-type: none"> <li>Follow the Academy's established protocol to oversee and track all curriculum development and revision requests.</li> <li>Develop, review and revise curriculum as identified by needs assessment.</li> <li>Observe trainings and participate in debriefing sessions providing feedback to inform revisions.</li> <li>Consult with subject matter experts including trainers, county staff and members of the Academy's Leadership Team to provide course content.</li> <li>Conducts assessment and analysis to identify new curriculum needs including training modalities and innovations for training delivery.</li> </ul> <p><u>Remediation</u></p> <ul style="list-style-type: none"> <li>Build ADA compliant templates for curriculum projects and lead all remediation efforts.</li> </ul> <p><u>Coordination, Communication &amp; Meeting participation</u></p> <ul style="list-style-type: none"> <li>Provide guidance to Training Operations Supervisor (TOS) in streamlining the Academy's curriculum information management system.</li> <li>Maintain regular verbal, face-to-face and written contact with trainers, county staff, statewide partners and Academy staff including the Assistant Director.</li> <li>Collaborate with Operations Team to manage resources on the BAA website and other platforms.</li> <li>Participate in curriculum-related statewide meetings including Curriculum Development Oversight Group (CDOG) and Supervisor Core Development Group (Supe Dog) and other meetings as assigned.</li> <li>Attend Bay Area Academy staff meetings, Leadership Team meetings and other meetings as assigned by the Program Development Manager.</li> </ul>

	<p><u>Other</u></p> <ul style="list-style-type: none"> <li>• Some travel throughout the Bay Area and the state, which requires a valid driver's license, reliable vehicle and valid insurance.</li> <li>• Other duties as assigned.</li> </ul>
<b>POSITION REQUIREMENTS:</b>	<p><i>To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.</i></p> <ul style="list-style-type: none"> <li>• BSW or closely related Bachelor's degree or four (4) to ten (6) years related experience</li> <li>• Four (4) years of progressively responsible professional experience in child welfare</li> <li>• Demonstrated leadership skills and abilities</li> <li>• Curriculum development, revision, analysis experience</li> <li>• Knowledge of workforce development principles and concepts</li> <li>• Knowledge of implementation science and principles of organizational culture and climate</li> <li>• Demonstrated knowledge of current child welfare practice</li> <li>• Proven ability to design and conduct a training needs assessment</li> <li>• Demonstrated professional writing and speaking skills</li> <li>• Fluency in computer skills, including Microsoft Work suite including word and excel and experience working in cloud-based environment</li> <li>• Demonstrated experience in working in collaboration with other professionals</li> <li>• Must possess a valid driver's license in good standing, reliable vehicle, and valid insurance as travel is required within the Bay Area and throughout the state.</li> </ul> <p><b>Preferred</b></p> <ul style="list-style-type: none"> <li>• Two (2) years experience in a public social service agency.</li> </ul>
<b>COMPENSATION:</b>	<b>\$6,250.00 - \$6,666.67 per month.</b> Salary will be commensurate and competitive with experience and qualifications. Benefits include health, dental, vision, life and 401(k), vacation, sick, and holiday pay.
<b>DEADLINE:</b>	<b>Application review begins December 14, 2021; open until filled.</b>
<b>TO APPLY:</b>	<p>Please visit the Auxiliary Human Resources page at <a href="https://auxiliary.fresnostate.edu/association/hr/">https://auxiliary.fresnostate.edu/association/hr/</a> for job announcement and application. Applications may be mailed, emailed, faxed or delivered in person to:</p> <p>California State University, Fresno  Auxiliary Human Resources  2771 E. Shaw Ave. (there is no suite number)  Fresno, CA 93710 Fax: (559) 278-0988</p> <p>E-mail completed application &amp; resume to: <a href="mailto:HRAUX@LISTSERV.csufresno.edu">HRAUX@LISTSERV.csufresno.edu</a></p>

## **RESUMES WILL NOT BE ACCEPTED WITHOUT A COMPLETED APPLICATION**

California State University, Fresno is a smoke free campus. For more information, please click <http://fresnostate.edu/adminserv/smokefree/index.html>  
Employment for this position is by the California State University, Fresno Foundation. This is not a State of California position.

**AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY/ADA EMPLOYER**

California State University, Fresno Auxiliary Services is proud to be part of the Fresno State community. As part of the campus community, Auxiliary Services follows the CSU policy that requires all faculty, staff and students who are accessing campus facilities at any university location to be immunized (fully vaccinated) against the virus that causes COVID-19. The policy does allow for medical or religious exemption from the immunization requirement. Auxiliary Services requires all of its employees to be fully vaccinated against COVID-19 or present a medical or religious exemption and any appropriate backup documentation. Fully vaccinated is defined as having received the dose at least 14 days prior to being on boarded, if selected. Current and new employees are required to adhere to this policy by September 30, 2021 and remain in adherence after that date.