

Curriculum Chair Job Description

October

- Review evaluations.
- Prepare a report on activities as Curriculum Chair for presentation at the Summary Meeting.
- Attend the NEMCI&A Summary Meeting.
- Bring a USB containing copies of templates and forms to Summary Meeting.
- Discuss overall evaluations and course evaluations with Board members. Propose or discuss instructor and course changes if necessary.
- Seek approval of any new syllabus by IIMC.

November

- If a new Curriculum Chair has been named during the NEACTC Annual Meeting, be prepared to turn over files and any media devices with regards to the instructors and curriculum.
- Assist Development Chair in marketing efforts through NEMCI&A.org and NEACTC websites and mass mailing efforts through state association directories.

January

- Finalize plans for Institute and Academy using the curriculum developed by IIMC requirements for certification.
- Find, interview and hire any new instructors, if necessary.
- Maintain list of courses by the respective IIMC course titles taken by each Institute class.
- Notify Treasurer of estimated stipends and expenses for inclusion in the proposed operating budget.

February

- Issue contracts to instructors. Request that instructors submit short biography for posting on the website.
- Finalize Academy course descriptions for website posting.

March

- Compile executed contracts and send original to Treasurer and keep copy.
- Notify instructors that pre-work, assignments, special equipment needs, and syllabus are due by April 30th.
- Give Logistics all AV equipment and other instructor needs.

May

- Compile pre-work and send to Information Chair for posting to the website.

June

- Prepare class schedules and instructor schedules.
- Notify evaluation chair of class schedules and instructor schedules.
- Notify Logistics Chair regarding the number of classrooms needed each day. In turn, the Logistics Chair will notify the Curriculum Chair of all class locations.
- Decide on course cancellations based on registrations received by registration date deadline. Consult with Board Chair and, if cancellation is necessary, notify the instructor(s) and Treasurer by June. Be prepared to rework courses and schedules, if necessary. Contact students to notify them that course has been cancelled and ask for preferences for rescheduling. (Dates may change based on when Institute is held but final cancellations and notifications should be done no later than 30 days prior to the Institute.)
- Provide IIMC with the marketing tool used, date and time of the course, name of the instructor, the agenda and the learning assessment tool.

Week of NEMCI&A

Friday

- Arrive and assemble packets.

Saturday

- Assist with setting up registration area and assist with registrations.

Throughout the Week

- Act as instructor liaison.
- Meet with Treasurer to approve invoices for instructor stipends and expenses.
- Notify instructors and Board members of Friday's debriefing session.

End of Institute until August 15

- Compile post-program report according to IIMC procedures and submit to IIMC. Refer to prior year's reports for guidelines. Provide copies to Secretary.

August/September

- Obtain following forms and give to Secretary for the official record:
 - Provide class list of students who completed the Institutes.
 - Provide class list of Academy students who completed the Academy.
 - Provide class master schedules.
 - Provide listing of full titles of all course offerings for Institutes classes.

Adopted by the NEMCI&A Board on: August 5, 2015

Amendments approved by NEMCI&A Board: January 15, 2019