



Example of Curriculum Manager Job Description

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Our innovative and growing company is looking to fill the role of curriculum manager. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don't fill all of the qualifications, you may still be considered depending on your level of experience.

Responsibilities for curriculum manager

- Design and implement our learning experiences including curriculum, activities, physical assets, and community events
- Teach others creative approaches leveraging behavioral science
- Work with stakeholders to understand & document program needs and priorities
- Document scope & expectations on education engagements, define success criteria and ensure delivery
- Track and manage program & activity dependencies across the Program
- Forge relationships with key stakeholders and vendors
- Identify ways to improve and streamline the program
- Enhance and refine CTS (Copeland Technical Specialist) Strategy, Coursework, and Implementation
- CTS Webinar content
- Curriculum Roadmap and Technician Development Strategy

Qualifications for curriculum manager

- CPA license preferred and adheres to the educational requirements of the AICPA, the state boards of accountancy, the U.S. General Accounting Office and other regulatory agencies as applicable (including the SEC and PCAOB)
- Demonstrated success at project leadership and program implementation
- Ability to manage multiple large, complex projects at the same time

- Proven success at building credibility quickly at all levels of the organization preferred
- Manages time and multiple priorities effectively
- Advanced proficiency with instructional design methodologies and authoring tools