



Example of Curriculum Manager Job Description

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Our innovative and growing company is hiring for a curriculum manager. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

Responsibilities for curriculum manager

- Manage the LMS (Learning Management System) with outside providers
- Develop instructor training program to ensure fluency and standardization in all courses delivered
- Acts as primary liaison to Terra Dotta and oversees global system maintenance of Studio Abroad database
- Directly manages and approves the program's curriculum development of all VMT programs of instruction, training support plans/ packages and lesson plans in accordance with the PWS
- Proficient in advanced vehicle maintenance principles and general theories
- Develop and mentor the AAF Command and Maintenance Kandaks in developing a sustainable fleet maintenance management program
- Assists in creating, maintaining and delivering program reports to the PM, the Technical Oversight Representative and other US Government agencies as outlined in the program's PWS
- Assists the PM in managing the program's training assets, tools and equipment by conducting routine inventories
- Design the look and feel of training program materials, including PowerPoint slides, participant workbooks, and instructor manuals
- Translate psychological concepts into new training activities and materials

Qualifications for curriculum manager

- Ability to prioritize competing requests and handle interruptions gracefully

- At least 5 years of experience with agile usability and agile methodologies
- Bachelor's degree in a training-related field or equivalent curriculum management training is required
- Master's degree in education or a certification/advanced degree in instructional design and development, or related educational field, or equivalent experience is preferred
- Series 7 and 66 must be obtained within the 11 weeks of start date