



Example of Curriculum Manager Job Description

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Our growing company is searching for experienced candidates for the position of curriculum manager. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

Responsibilities for curriculum manager

- Organize and summarize client information collected via meetings, focus groups, online surveys, and client research to inform curriculum customization
- Manage and add to database of video clips used to illustrate resilience concepts in the program
- Update and maintain the Professional Development calendar of events
- Assist with the planning and implementation of the onboarding process including Phase I, Homestudy, Phase II, Classroom, and Phase III, Follow-up JoinMe sessions
- Assist with the creation of workshop curriculum including the preparation of powerpoint slides and other support material
- Work with vendors to identify specific curriculum that would be beneficial to our team
- Build, Review and submit training materials to MLR for approval by ushering the materials through the process to completion
- Work closely with marketing and sales in the development of materials to ensure consistent strategically with the overall plan and written in a way that is customer (Sales) focused
- Manage and Monitor the Learning Management System (SumTotal)
- Triage calls to the proper source, ie

Qualifications for curriculum manager

- Minimum of 7 years of business experience in a position with training design,

- Experience with instructional authoring tools design and media development tools
- Demonstrable experience with current, innovative learning & curriculum design (including gap analysis, building in sustainability tools
- Create and lead the implementation of a strategic training plan for the EM project
- Establish and deliver comprehensive training for the Macmillan EMC team globally, working with both face to face and digital offerings in support of
- Experience working with a variety of educational delivery methods such as digital learning, classroom