

M&P OCCUPATIONAL GUIDELINE

JOB FAMILY: EDUCATIONAL PROGRAMMING Level A, Pay Grade 4

LEVEL DEFINITION	This level covers positions responsible for writing course materials and assisting in the development of courses for a specific program area.
TYPICAL RESPONSIBILITIES	May include: writing or assisting in the development of course, assignment and examination materials; assisting in the development of materials for seminars, lectures and workshops; assisting in the development of training plans; assisting in the development of program assessment and evaluation tools; conducting research and analysing data; overseeing the marking of examination materials; delivering tutorials to students; and overseeing the delivery of educational program support services.
DECISION MAKING /LEVEL OF ACCOUNTABILITY	Exercises judgment in the writing of educational materials and in overseeing the delivery of educational program support services.
SUPERVISION RECEIVED	Works under direction within defined policies and procedures. Work is reviewed for appropriateness and conformance to established standards.
SUPERVISION EXERCISED	May manage staff and be responsible for hiring, discipline, evaluation and termination.
MINIMUM QUALIFICATIONS	University degree in a relevant discipline. Minimum of two years of related experience, or the equivalent combination of education and experience.