

M&P OCCUPATIONAL GUIDELINE

JOB FAMILY: EDUCATIONAL PROGRAMMING Level C, Pay Grade 9

LEVEL DEFINITION	This level covers positions responsible for the planning, development, assessment and delivery of educational programs in a large program area.
TYPICAL RESPONSIBILITIES	May include: conducting needs assessments and developing corresponding program offerings; re-designing existing programs to better meet educational goals; developing policies, systems and organizational practices; collaborating with other universities in the development of pedagogical tools for the delivery of educational programs; consulting with internal and external stakeholders; managing budgets for program areas; recruiting instructors and program coordinators; preparing long range plans for the delivery of educational programming; conducting instructional design research and analyses; and assisting in developing marketing plans for educational program areas.
DECISION MAKING /LEVEL OF ACCOUNTABILITY	Makes decisions impacting program and curriculum design. Develops policies, systems and organizational practices. Responsible for planning and budgeting of educational programs.
SUPERVISION RECEIVED	Works under general program or departmental guidelines. Work is reviewed in terms of quality and effectiveness in meeting educational goals.
SUPERVISION EXERCISED	Manages staff and instructors and is responsible for hiring, discipline, evaluation and termination.
MINIMUM QUALIFICATIONS	Master's degree in Education. Minimum of six years of related experience, or the equivalent combination of education and experience.