

M&P OCCUPATIONAL GUIDELINE

JOB FAMILY: EDUCATIONAL PROGRAMMING Level B, Pay Grade 7

LEVEL DEFINITION	This level covers positions responsible for the development of courses, assignments, and/or examinations within a defined program area.
TYPICAL RESPONSIBILITIES	May include: developing course, assignment and/or examination materials; planning schedules of course offerings; selecting, assigning and evaluating instructors; developing and delivering seminars, tutorials and workshops; developing program assessment and evaluation tools; contributing to program planning; liaising with instructors, consultants, internal departments and external organizations; consulting with educators and stakeholders; preparing statistics, reports, and procedural guidelines; preparing budgets and summary reports; and assisting in the development of marketing strategies for program areas.
DECISION MAKING /LEVEL OF ACCOUNTABILITY	Makes decisions in the assignment of instructors and the development of course materials. Participates in the assessment of program offerings and contributes to program planning.
SUPERVISION RECEIVED	Works under general direction. Work is reviewed for overall effectiveness and achievement of program objectives.
SUPERVISION EXERCISED	Manages staff and is responsible for hiring, discipline, evaluation and termination.
MINIMUM QUALIFICATIONS	Undergraduate degree in a relevant discipline. Minimum of four years of related experience, or the equivalent combination of education and experience.