

# M&P OCCUPATIONAL GUIDELINE

## JOB FAMILY: EDUCATIONAL PROGRAMMING Level C2, Pay Grade 10

<b>LEVEL DEFINITION</b>	This level covers positions responsible for planning and managing the development and implementation of broad based and diversified educational programs, initiatives and projects.
<b>TYPICAL RESPONSIBILITIES</b>	May include: planning and managing the development of broadly based educational projects; managing large repositories of curricular materials; providing pedagogical support to faculty and administrators; recruiting and training staff; consulting with clients to determine their educational needs; preparing budgets and cost analyses; allocating resources for educational programs; developing proposals to secure funding for educational programs; collaborating with other instructional support units to facilitate the delivery of educational programming; collaborating with curriculum developers to design teaching resources; and participating in market research to identify potential educational programming opportunities.
<b>DECISION MAKING /LEVEL OF ACCOUNTABILITY</b>	Makes decisions regarding planning, budgeting and implementing broad and diversified educational programs. Provides pedagogical support to faculty and administrators. Develops proposals to secure funding for educational programming.
<b>SUPERVISION RECEIVED</b>	Works under broad directives set by senior faculty and administrators. Work is reviewed in terms of quality and effectiveness in meeting the educational goals.
<b>SUPERVISION EXERCISED</b>	Manages staff and instructors directly and indirectly through subordinate managers.
<b>MINIMUM QUALIFICATIONS</b>	Master's degree in Education. Minimum of seven years of related experience, or the equivalent combination of education and experience.