**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.