

M&P OCCUPATIONAL GUIDELINE

JOB FAMILY: EDUCATIONAL PROGRAMMING Level E, Pay Grade 12

LEVEL DEFINITION	This level covers positions responsible for strategic planning, development, implementation, evaluation and management of broad based learning initiatives delivered in conjunction with other universities, funding agencies, governmental bodies or groups of community partners.
TYPICAL RESPONSIBILITIES	May include: managing all aspects of strategic planning and implementation to support a multi-partnered educational initiative; establishing and providing leadership to program advisory or regulatory committees; providing leadership to all partners collaborating in the educational initiative; managing budget and all operations; developing and participating in fundraising activities; and promoting the educational initiative through communications and public relations strategies.
DECISION MAKING /LEVEL OF ACCOUNTABILITY	Makes strategic decisions on planning, policy, budget and public relations. Provides leadership to enterprise partners and assumes full responsibility for the overall management of a large-scale, multi-partnered educational initiative.
SUPERVISION RECEIVED	Works fully independently and with considerable latitude. Work is reviewed by senior university officials and collaborating partners for attainment of the educational initiative's goals and objectives.
SUPERVISION EXERCISED	Provides overall leadership. Manages and oversees operations of a unit. Manages, directly or in-directly, all staff and volunteers. Responsible for the hiring, performance evaluation, discipline and termination. Provides leadership and direction to advisory committee members.
MINIMUM QUALIFICATIONS	Masters degree in Education with a specialization in curriculum development or an academic specialization relevant to the educational programming area. Minimum of ten years of related experience, or the equivalent combination of education and experience.