

Ohio University – Compensation 2014
Job Family: Education | Career Track: Individual Contributor

Delivers and administers educational programs and curriculum for internal and external audiences to enhance educational learning and delivery. Position responsibilities include administering programs, designing curriculum, teaching classes, writing lesson plans, developing and implementing organizational and employee development strategies and interventions, and related activities. Jobs in this function focus on the planning, development, facilitation, implementation, evaluation, and administration of a wide variety of educational programs and initiatives. LEVEL PROGRESSION ASSUMES INCLUSION OF RESPONSIBILITIES AT LOWER LEVELS.

	Individual Contributor I	Individual Contributor II	Individual Contributor III	Individual Contributor IV	Individual Contributor V
Accountabilities	<p>PEOPLE Serves as unit liaison; attends meetings for community outreach and networking purposes.</p> <p>OPERATIONS Identifies, develops, coordinates, delivers, and evaluates a wide variety of educational programs and related materials.</p> <p>Researches potential opportunities; qualifies potential customers and collaborates with them to determine programming needs.</p> <p>May be involved in planning and coordinating marketing for educational programs and services.</p> <p>Provides logistical support to faculty/presenters in delivery of programs.</p> <p>BUDGET Develops and monitors program budgets.</p> <p>Prepares and submits various reports.</p>	<p>PEOPLE Maintains relationships with external and internal customers, community organizations, government agencies, and businesses.</p> <p>Supervises interns and students including evaluating and providing feedback on lesson plans.</p> <p>OPERATIONS Develops, manages, delivers, and evaluates educational programs and related materials; consults and assesses customer needs.</p> <p>Monitors, updates, and disseminates program and course information; works with academic units to identify appropriate instructors.</p> <p>Plans and coordinates marketing for educational programs and services. Plans, designs, and facilitates developmentally appropriate lesson plans for pre-school children including designing experiences for children to promote social, physical, and intellectual growth.</p> <p>Coordinates and supervises daily activities in early childhood classrooms. Produces materials used in the classroom. Monitors classroom safety.</p> <p>Maintains ongoing communication with parents. Provides guidance, education, and suggestions to parents. Holds parent conferences. Supports child and family diversity by integrating family culture, language, and ability into classroom curriculum. Documents children's experiences and observations.</p>	<p>PEOPLE Cultivates, develops and maintains relationships with external and internal customers, community organizations, government agencies and related businesses.</p> <p>Interprets academic policies, processes and procedures, decisions, and directions for students, faculty, staff, academic colleges, administrative offices, and vendors.</p> <p>Develops and maintains customer relationships.</p> <p>OPERATIONS Identifies, develops, manages, markets, delivers, and evaluates educational programs and related materials.</p> <p>Develops proposals, negotiates contracts, and generates memoranda of agreement.</p> <p>Assists faculty, departments, and presenters to identify, design, produce, and develop non-credit programs.</p> <p>Coordinates the development and management of marketing plans.</p> <p>Responsible for resolving all registration and student/customer records issues with participants.</p> <p>BUDGET May develop and manage program or unit budget.</p>	<p>PEOPLE Develops and maintains local, national, and/or international customer relationships for sales and partnership agreements.</p> <p>OPERATIONS Directs and oversees the development, implementation, and evaluation of complex educational programs such as faculty development curriculum.</p> <p>Supports and facilitates effective, data-based decision making and performance management of offered programs.</p> <p>Provides leadership to program teams regarding complex curriculum design, enrollment projections, policy development, and reporting of enrollments.</p> <p>Provides leadership in the resolution of issues that arise from program development and course delivery on academic and curricular matters, marketing, instructional design and development, student services, and technical matters.</p> <p>Responsible for marketing strategies for portfolio of educational programs and services.</p> <p>Serves on or leads internal and external task forces and other organizational teams.</p> <p>BUDGET Develops and manages all financial aspects of programs and services to meet assigned income and program targets.</p>	None specified.

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Requirements	Knowledge and expertise in concepts, principles, and practices of academic educational curriculum design and/or academic administration typically obtained through a Bachelor's degree in education or related field and 0 to 2 years of education or academic administration-related work experience. An equivalent combination of education, training, and experience is acceptable in lieu of the minimum education requirements. Specific knowledge, certifications, and licensure will apply at the position level.	Advanced knowledge and expertise in concepts, principles, and practices of educational curriculum design and/or academic administration typically obtained through a Bachelor's degree in education or related field and 2 to 4 years of education or academic administration-related work experience. An equivalent combination of education, training, and experience is acceptable in lieu of the minimum education requirements. Specific knowledge, certifications, and licensure will apply at the position level.	Seasoned knowledge and expertise in concepts, principles, and practices of educational curriculum design and/or academic administration typically obtained through a Bachelor's degree in education or related field and 4 to 6 years of education or academic administration-related work experience. An equivalent combination of education, training, and experience is acceptable in lieu of the minimum education requirements. Specific knowledge, certifications, and licensure will apply at the position level.	Expert knowledge and expertise in theories, concepts, and principles of educational curriculum design and/or academic administration typically obtained through a Master's degree in education, academic administration, or specialized field and more than 6 years of education or academic administration-related work experience. An equivalent combination of education, training, and experience is acceptable in lieu of the minimum education requirements. Specific knowledge, certifications, and licensure will apply at the position level.	