

**Ohio University – Compensation 2014**  
**Job Family: Education | Career Track: Management**

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.

	Management I	Management II	Management III	Management IV	Management V
<b>Accountabilities</b>	None specified.	None specified.	<p><b>PEOPLE</b> Responsible for establishing and cultivating a work culture that is productive, innovative, effective, and valuing of diversity. Responsible for attracting, rewarding, engaging, and developing talent.</p> <p><b>OPERATIONS</b> Directs the administration of an educational program or center including supervision of staff and the development and implementation of policies, procedures, programming, and activities consistent with federal, state, and University regulations/standards; and management of budget.</p> <p>Manages the day-to-day operations of the center. Maintains and oversees classroom child/teacher ratios to be in compliance with accreditation standards. Maintains state certification and state quality assurance standards.</p> <p>Coordinates approved research projects within the center and ensures all appropriate permissions, procedures, and protocols are followed.</p> <p>Champions diversity and initiates opportunities to promote respect for all individuals.</p> <p>Teaches classes or courses to undergraduate students and oversees student practicum experience.</p> <p><b>BUDGET</b> Manages the operational budget while demonstrating fiscal responsibility and support of cost containment initiatives. Purchases supplies and equipment; manages inventory.</p>	<p><b>PEOPLE</b> Develops and maintains partnerships with faculty and administrators within Ohio University as well as local, national, and/or international customer relationships.</p> <p><b>OPERATIONS</b> Directs the planning, design, development, implementation, and evaluation of a complex and highly technical educational program.</p> <p>Designs, conducts research, and publishes results of scholarly work. May conduct workshops and/or make formal presentations at major educational and/or professional conferences locally, statewide, nationally, and internationally.</p> <p>Teaches, facilitates, designs instruction, and works one-on-one in small groups, in multi-size classroom, and with large audiences, delivering faculty and professional development seminars and lessons.</p> <p>Stays abreast of education trends, current research in area of expertise, and changes in laws and regulations impacting area of study.</p> <p><b>BUDGET</b> Develops and manages all financial aspects of programs and services to meet assigned income and program targets. Seeks alternate financial support. Monitors awarded grant funds as required.</p>	None specified.
<b>Requirements</b>			<p>Knowledge and expertise in concepts, principles, and practices of education curriculum design, pedagogy, educational theories, and academic business administration typically obtained through a Master's degree in education, academic administration, or specialized field and 3 to 5 years of professional experience in related field including significant managerial 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.</p>	<p>Seasoned knowledge and expertise in theories, concepts, and principles of education curriculum design, pedagogy, educational theories, and/or academic administration as well as management typically obtained through a Master's degree in education, academic administration, or specialized field and 6 to 8 years of professional experience within education or academic administration including experience managing a team of professional employees. 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.</p>	