

DRAFT – September 24, 2018

TEACHING AND LEARNING JOB FAMILY – TEACHING AND LEARNING MANAGEMENT

JOB FAMILY CONCEPT: The Teaching and Learning job family is responsible for activities involved in the teaching and training of children, students, staff and community members of a wide variety of subjects and educational/training levels. The Teaching and Learning job family provides classroom and academic support by ensuring access and enhancing the learning experience; provides training, facilitation and instruction by assessing needs, developing content, curriculum and content delivery; and develops and coordinates ongoing educational and training programming.

TEACHING AND LEARNING MANAGEMENT

The Teaching and Learning Management roles provides leadership, direction, training, and management for financial activities, resources and operations of a unit. Manages budgets, provides expertise, and analysis for strategic and long-range planning, provides interpretation of rules and regulations and is responsible for ensuring compliance. This role sets and develops processes, procedures, initiatives and identifies alternative methods to accomplish goals.

The **Teaching and Learning Management** role is distinguished from other roles in the Teaching and Learning family in that it is responsible for providing senior level strategic expertise and guidance, and has increased accountability. The **Teaching and Learning Management** role is primarily responsible for staff and resource management of a unit, department, or division.

The **Teaching and Learning Management** role is distinguished from other management roles by its responsibility for management of a unit focused on delivering teaching and learning related services.

TEACHING AND LEARNING MANAGEMENT 1

Typical Functions

- Manages the day-to-day operations, personnel, and budget of a functional unit which is small in scope or a unit within a larger unit or department, and typically reports to a director or senior leadership.
- Directs activities of unit to ensure goals are met, and projects are successfully completed.
- Enforces policies and procedures, as well as ensures compliance with applicable rules and regulations.
- Provides high-level assessment and teaching services to clients.
- Collaborates with stakeholders and develops recommendations for programs and services.
- Develops curriculum.
- Supports outreach initiatives.
- Teaches courses.
- Participates in, and leads, the development of long-range and strategic plans.
- Develops unit policies.
- Provides advice to supervisor on area of expertise.

Complexity and Decision Making Authority

Relies on experience and judgment to plan and accomplish goals. A wide degree of creativity and latitude is given. Independent discretion is used in determining when to escalate issues or concerns.

Knowledge, Skills, and Abilities

Expert level knowledge in functional area of oversight. Knowledge of pedagogy and/or andragogy. Knowledge of

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applicable university, state, and federal rules and regulations. Problem solving skills. Ability to develop and implement programs. Ability to supervise. Ability to interpret, implement, and ensure compliance with complex rules and regulations. Ability to communicate effectively both orally and in writing with a diverse audience. Ability to create and maintain positive relationships.

Education/Experience

Bachelor's degree in a relevant field and five years progressively responsible experience, or an equivalent combination of education, training, and experience. Supervisory experience. Master's degree may be preferred.

TEACHING AND LEARNING MANAGEMENT 2

Typical Functions

- Manages the day-to-day operations, facility, budget, and personnel of a unit with multiple functional areas.
- Directs activities of unit to ensure goals are met, projects are successfully completed and progress is made toward strategic initiatives.
- Develops, implements, and measures progress of long-range and strategic plans.
- Evaluates recommendations made by management and staff and implements changes to services offered.
- Develops and implements internal policies, procedures, and priorities and proposes modifications to university policies.
- Directs assessment of the unit.
- Collaborates with campus partners and external stakeholders to develop programs and services.

Complexity and Decision Making Authority

Decisions have far-reaching impact. Acts with substantial discretion. Develops innovative solutions for difficult, complex and systematic problems that may have precedent setting implications for the institution.

Knowledge, Skills, and Abilities

Expert level knowledge in one or more functional area. Expert level knowledge of pedagogy and/or andragogy. Knowledge of applicable university, state, and federal rules and regulations. Knowledge of strategic planning process. Problem solving skills. Ability to develop and implement programs. Ability to supervise and mentor others. Ability to interpret, implement, and ensure compliance with complex rules and regulations. Ability to communicate effectively both orally and in writing with a diverse audience. Ability to create and maintain positive relationships.

Education/Experience

Master's degree in a relevant field and five to seven years progressively responsible experience, or an equivalent combination of education, training, and experience. Supervisory experience.