

Program Director

Exempt (Pay Grade 16: \$90,108 - \$136,968)

Minimum Education/Experience

- Doctorate degree in relevant field
- 8 years relevant experience (including 5 years managerial experience)

Areas of Responsibility	Complexity	Impact of Decisions
Scope of Work	<ul style="list-style-type: none"> • Provides leadership within the national/regional community of educators within which the defined program of work is situated. • Provides leadership for all aspects of a cohesive program of work, composed of multiple related activities. • Defines parameters and ensures that work is completed within those parameters, making modifications as required to achieve intended results. • Normally receives direction on institutional management related activities; receives minimal direction on planning and carrying out the scope of work assigned. • Integrates the activities of the program with other programs, both inside and outside of the institution. • Provides and realizes a vision for expanding the program and developing new scopes of work. 	<ul style="list-style-type: none"> • Decisions significantly impact the progress and quality of the programs s/he leads. • Decisions significantly impact the competitive capacity of the institution.
Budget/Financial accountability	<ul style="list-style-type: none"> • Serves as budget authority for assigned program of work. • Participates in institutional spending decisions. 	<ul style="list-style-type: none"> • Decisions significantly impact the cost effective operation of a cohesive program of work.
Institutional resources and relationships	<ul style="list-style-type: none"> • Serves as institutional spokesperson for all aspects of the programs s/he leads. • Develops new revenue streams for the program and the institution. • Serves as the primary liaison for national/regional community of educators, identifying, developing and pursuing new avenues to enable institutional growth. 	<ul style="list-style-type: none"> • Decisions significantly impact relationship of the institution to funding agents and clients.
Staff leadership	<ul style="list-style-type: none"> • Leads and coordinates the activities of teams of exempt and non-exempt staff. • Provides leadership, mentoring, coaching, and assessment for team(s) of exempt and non-exempt staff. • Provides mentoring and coaching to colleagues across the institution. 	<ul style="list-style-type: none"> • Decisions significantly impact the quality and productivity of the work environment.

