

PROGRAM DEVELOPER

NATURE OF WORK

This is responsible professional, administrative work in the development, implementation and co-ordination of community and/or adult education programs within the Division of Life Long Learning.

This class includes positions which are responsible for developing and delivering of programs to non-traditional learners or developing and administering programs using traditional structured learning situations. Work includes planning, organizing and co-ordinating the development of a variety of education programs; initiating, promoting and encouraging participation in programs; co-ordinating of activities in the design and development of program content and representing the division at meetings with community groups, government agencies and departments, business and professional organizations involving negotiations for new or revised programs or with academic and administrative departments regarding adult education activities. Work is normally received from an administrative superior in terms of verbal instructions indicating general outlines and objectives to be achieved and is reviewed through oral and written reports and by observation of results obtained.

ILLUSTRATIVE EXAMPLES OF WORK

Plans, organizes and co-ordinates activities in the development of education programs; develops work procedures; initiates contact with interested municipal, governmental, industrial or community groups; evaluates program results and implements changes.

Initiates, plans and develops education programs and arranges workshops, conferences and seminars relating to a specific subject area.

Supervises and conducts surveys on education programs; identifies needs and priorities; analyzes and discusses the advantages and responsibilities of specific programs; develops new program designs and formats.

Researches and prepares program proposals, budgets and funding strategies; negotiates with interested groups for funding of programs.

Co-ordinates the activities of external groups engaged in curriculum research and development and the design and review of curriculum materials; contracts with specialists as necessary to develop program curriculum or act as consultant.

Acts as Chairperson of Advisory Committees; prepares certificate programs for forwarding to Senate for approval; co-ordinates graduation ceremonies for certificate and diploma students; certifies students eligible for graduation.

Interviews and selects program instructors; provides terms of reference for contracts; prepares listing of instructors' duties and responsibilities.

Meets with instructors, consultants, professional staff and external groups to assess program effectiveness, student evaluation methods and to discuss methods of improving programs.

Maintains liaison with representatives of community groups, business and professional organizations as well as government agencies and departments on a wide range of community and/or adult education issues and concerns.

Performs related work as required.

REQUIREMENTS OF WORK

Considerable experience in the development and administration of community and/or adult education programs; graduation with a degree from a four-year college or university supplemented by graduate level course work in Adult Education; or any equivalent combination of experience and training which provides the following knowledge, abilities and skills:

Considerable knowledge of the philosophy, history and psychology of adult education and of the problems, procedures and methods of organizing and administering community and/or adult education programs.

Considerable knowledge of the present and potential needs of the client group for which programs are designed.

Considerable knowledge of current technical developments and of new terms and processes in the field of assignment.

Knowledge of the techniques of educational research, community needs assessment and program development.

Knowledge of policies, rules, regulations, procedures and organization of the University and the Division of Life Long Learning.

Knowledge of community life and provincial development issues.

Ability to initiate, plan and administer community and/or adult education programs.

Ability to conduct, prepare and analyze research studies in a logical and accurate manner.

Ability to analyze course programs, content and teaching methods to determine if they are adequate.

Ability to present ideas clearly and concisely, orally and in writing.

Ability to establish and maintain effective and productive working relationships with individuals, community groups and local organizations.

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