JOB DESCRIPTION
Manager Program Design - BRI

Definition of Class
This is a professional position in which the incumbent, as part of a program instituted by Barksdale Reading Institute, is responsible for improving the design of BRI’s core programming. The incumbent develops, coordinates and presents training and development programs for BRI employees and assesses organization-wide developmental needs to drive future training initiatives supporting the organizational mission of ensuring that Mississippi students are proficient and lifelong readers. Position reports directly to the Chief Executive Officer of BRI.

Examples of Work Performed
Manages the overall design, scope and sequence of learning programs (parent reading institutes, school leadership fellowship, and literacy coaching sessions).

Develops differentiated training delivery methods (online, blended, in-person) appropriate to the type of training.

Identifies relevant and current educational research to supplement trainings.

Researches educational trends and relevant literature for use in development of training sessions.

Designs curriculum and determines training materials to be used, timing of training, and methods used to deliver training.

Ensures that performance management needs are met with appropriate training and development.

Facilitates internal staff training and new employee onboarding for principals and coaches.

Assists in building relationships with external partners that may facilitate training for core programs.

Develops evaluation and assessment metrics for training and development opportunities, ensuring that employees of BRI have the appropriate support and scaffolding to be successful in their roles.

Evaluates performance of trainers and recommends appropriate course of action based on evaluation results.

Performs similar or related duties as assigned or required.
**Essential Functions**
These essential functions include, but are not limited to, the following. Additional essential functions may be identified and included by the hiring Department.

1. Manages the overall design, scope and sequence of learning programs.
2. Determines and develops training delivery methods and evaluates effectiveness.
3. Develops training evaluation and assessment metrics.
4. Stays abreast of the latest educational trends and relevant literature for use in development of content for training sessions.

**Minimum Qualifications**
These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to The University of Mississippi's Department of Human Resources in writing, identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the position.

**Physical Requirements:** These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements.

- **Physical Exertion:** The incumbent may occasionally be required to lift up to approximately 25 pounds.
- **Vision:** Requirements of this job include close vision.
- **Speaking/Hearing:** Ability to give and receive information through speaking and listening.
- **Motor Coordination:** While performing the duties of this job, the incumbent is frequently required to talk and hear. The incumbent is often required to stand; walk; and sit.

**Experience/Educational Requirements:**

- **Education:** Bachelor’s Degree from an accredited college or university, in a related field.
  AND

- **Experience:** Two (2) years of teaching experience.

**Substitution Statement:**
Related experience may be substituted for education, on a basis set forth and approved by the Department of Human Resources.
Interview Requirements
Any candidate who is called for an interview must notify the Department of Human Resources in writing of any reasonable accommodation needed prior to the date of the interview.

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