

Executive Director
North Dakota Education Standards and Board
2718 Gateway Avenue, Suite 204
Bismarck, ND

Position: Executive Director of the Education Standards and Practices Board

Authority: North Dakota Century Code (NDCC) 15.1-13-08 (7) establishes the position of Executive Director to the Education Standards and Practices Board. This section states: “The board shall appoint an executive director to serve at its discretion.”

Agency Description: The Education Standards and Practices Board is charged with establishing standards and requirements for educator preparation programs, and for establishing the requirements for obtaining and maintaining a teaching license in North Dakota. The Board reviews and evaluates standards set for college and university programs for the preparation of teachers and other professional school personnel to ensure the standards reflect national standards and include specific elements outlined in state statute. The Board further has the authority and responsibility to issue, renew, revoke, suspend, or refuse to issue or renew a license, and to impose probationary or supervisory conditions, issue a reprimand or admonishment, or any combination of actions regarding any license. The Education Standards and Practices Board is charged with seeking the advice of teachers, administrators, school board members, teacher education professors, and other interested citizens in developing and updating codes or standards of ethics, conduct, professional performance, and professional practices. The Board is responsible for the administration of the Teacher Support Program including mentoring and coaching of educators.

Position Description: The Education Standards and Practices Board (ESPB) seeks a qualified individual to provide strong leadership to the Education Standards and Practices Board and to work with a ten (10) member board to propose and implement policies consistent with the mission, vision and statutory responsibilities of the ESPB. A well-qualified candidate will possess a minimum of a Masters degree (preferred doctorate degree) in education with a minimum of five (5) years experience in P-12 or higher education; a professional educator’s license or be eligible for professional educator licensure; have a minimum of three (3) years of administrative experience including budget development, personnel supervision and hiring; and have demonstrated managerial experience and familiarity with P-12 and higher education.

Duties of the position include:

- Serve as the executive officer and chief advisor of the Board that includes: providing leadership and development; implementing, monitoring, and refining policies, procedures, and state statutes as they apply to issuing licenses and authorizations to educators.
- Plan, in cooperation with board president, all meeting agendas for board and committees.

- Prepare and submit for board approval an annual and biennial budget with assistance from office managers and board president.
- Develop a strategic plan with board input, which includes both short and long term goals: report to the board annually on progress toward goals; provide and update the strategic plan yearly.
- Conduct annual evaluation of ESPB staff members.
- Arrange for audit report to board annually.
- Work with the Attorney General's Office regarding legal issues, complaint investigations, licensee discipline, application issues, denials, petitions for waiver, rule changes, and legislative bill analysis.
- Oversee the licensure operations including issuing initial licensure to beginning or out-of-state educators and the renewal of current educators.
- Oversee the licensing testing program and the activities of the test contractors in the development, validation, standard setting and administration of the tests.
- Develop and implement background checks and disciplinary actions against license holders.
- Work with the Attorney General's Office to initiate and coordinate all aspects of the disciplinary process including conducting and/or overseeing investigations.
- Serve as the chief administrative officer of the Board's professional and support staff and organize and oversee the ESPB's day-to-day operations; prepare and monitor the agency's budget and administer and account for ESPB resources.
- Provide leadership and serve as a resource regarding educator licensure, program approval, professional development, and educator conduct for school districts, institutions of higher education, and state and national organizations.
- Coordinate efforts involving statewide and national stakeholder groups for discussing issues related to licensure standards, endorsements, ethics, and educator preparation programs.
- As the liaison for the Board, work with Legislators and the Legislative Council by providing data and information to assist in the development of education policy and, as requested, provide presentations and information before legislative committees, subcommittees and Legislators.
- Represent ESPB at various in-state and out-of-state meetings; serve as the agency representative to state, regional, and national committees and advisory boards; participate in regional and national conferences dealing with educator preparation and licensure.
- Identify accreditation and program approval issues and trends.
- Oversee the development and promulgation of regulations and administrative rules in support of the board's responsibilities.
- Maintain productive and positive relationships with staff, board members and stakeholders.
- Ensure the board's actions and initiatives are communicated effectively and accurately to the education profession, the legislature, state and national agencies and organizations, the media, and the general public.
- Represent the work of the board to national organizations and at national meetings.
- Keep Board members informed about all ESPB operations and programs.
- Additional responsibilities as assigned by the Board.

Minimum requirements:

The candidate will possess a minimum of a Masters degree (preferred doctorate degree) in education with a minimum of five (5) years experience in P-12 or higher education; a professional educator's license or be eligible for professional educator licensure; have a minimum of three (3) years of adminis-

trative experience including budget development, personnel supervision and hiring; and have demonstrated managerial experience and familiarity with P-12 and higher education.

Special Requirements: Understanding of trends and issues related to preparation and licensure of education professionals; higher education program approval/accreditation; knowledge of professional standards boards; applied understanding of administrative, management and budget techniques; ability to develop and implement short-and long-term strategic plans.

Additional Requirements: Applicants may be required to submit to a background check.

Salary Range: Commensurate with education and experience.

Range: \$118,000-\$138,000 annually

Plus: full state benefits, including annual leave, sick leave, paid holidays, state group health insurance, participation in ND Public Employees Retirement System.

Work Location: Position is located in Bismarck, North Dakota at 2718 Gateway Avenue, Suite #204, Bismarck, ND 58503.

To Apply: Please submit the completed State of North Dakota Application for Employment (SFN 10950), a letter of application, resume, three current professional references, and official transcripts to: Dinah Goldenberg, ESPB, 2718 Gateway Avenue, Suite 204, Bismarck, ND 58503. If claiming Veteran's Preference or Spouse's Veteran's Preference, as described in North Dakota Century Code 37-19.1, please submit proof of eligibility with application including a copy of the DD Form 214. Incomplete applications will not be considered. Application forms are available from www.nd.gov/hrms/jobs/appfors.html. For more information about the position or if you need accommodation or assistance in the application or interview process, please call 701.328.9641.

Deadline for Application: April 22, 2016 by 5:00 p.m.

Interview: Successful applicants should be available for interview May 11-12, 2016 in Bismarck.

Equal Opportunity Employer. The State of North Dakota and this hiring agency does not discriminate on the basis of race, color, national origin, sex, genetics, religion, age, or disability in employment or the provision of services, and complies with the provisions of the North Dakota Human Rights Act.