



**NORTH DAKOTA
CLASS DESCRIPTION**

ND Human Resource Management Services
Phone: (701) 328-3290

Class Code(s): 1000

DIRECTOR, CENTER FOR DISTANCE EDUCATION

GRADE Q

SCOPE OF WORK:

Work involves directing staff and functions of the Center for Distance Education, which is under the Educational Technology Council [reference North Dakota Century Code (NDCC) 54-59], and carries out responsibilities (reference NDCC 15-19) in a manner approved by the Educational Technology Council. The Center operates a high school distance education program, serving students globally.

DUTIES PERFORMED:

- Provide leadership and manage assigned staff; ensure appropriate staffing levels; develop and implement work standards; implement performance management measures; provide for training of staff; assign work duties as appropriate.
- Develop, coordinate, and maintain a strategic plan for services that will meet the needs of all customers.
- Monitor and evaluate technological changes to determine impact on current services and plans; ensure and promote a high level of innovative technology solutions to best serve customers' needs.
- Interpret and implement state and federal laws; develop and maintain policies, standards, and guidelines.
- Provide financial administration; plan, develop, and monitor the Center budget.
- Procure and manage contracted services; develop specifications for contracted services and assist in contract negotiations; monitor services for compliance with contracts; monitor industry trends to ensure rates for contracted services are consistent with industry norms.
- Ensure compliance with school accreditation standards.
- Collaborate and coordinate with customers and other stakeholders to promote the Center and its programs, provide information, respond to inquiries, and resolve problems.
- Provide appropriate and required reporting.

NOTE: The duties listed are not intended to be all-inclusive. Duties assigned any individual employee are at the discretion of the appointing authority.

MINIMUM QUALIFICATIONS:

Requires a master's degree and five years of administrative work experience in an educational setting, three of which must have included responsibility for management of

professional-level staff. The hiring authority will identify specific credentials, certifications, and/or other requirements at the time of recruitment.

Eff. Date: 4/90

Deleted: 8/99 – Replaced with 1619 Division Manager, DPI

Reinstated: 7/01 – At request of Information Technology Department

Rev: 4/10 – Updated to reflect agency name change; reviewed scope, duties, minimum qualifications, and class evaluation

Rev: 7/12 – Conversion to Hay System