



**NORTH DAKOTA  
CLASS DESCRIPTION**

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

Class Code(s): 1011

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**INSTRUCTOR**

GRADE K

**SCOPE OF WORK:**

Work involves individual and/or classroom instruction of children and/or adults in a treatment or corrections facility. Subjects taught may include courses in academic (elementary, secondary, special, and/or vocational education) and/or skills (basic living, communication, job search, etc.) areas. Positions assigned the classification of Instructor are 12-month positions since the educational calendar does not usually coincide with the conventional school-year calendar.

**DUTIES PERFORMED:**

- Participate in calendar, program, and curriculum development.
- Develop course objectives and prepare lesson plans.
- Plan and implement instructional methods, techniques, and procedures used in the presentation.
- Administer, score, and evaluate competency exams to determine level of ability and need.
- Participate in teacher-parent conferences, treatment or multi-disciplinary team meetings, staff meetings, in-service, and other required meetings.
- Provide input into the development of individual education plans.
- Counsel or tutor students as necessary.
- Prepare and maintain development and scholastic records; prepare and maintain reports as required.

**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 bachelor's degree in the required teaching field, two years of teaching experience, and possession of a valid North Dakota Teaching Certificate.

Eff. Date: 7/75

Rev: 7/78 - Revised to combine 9-month & 12-month instructor classes

Rev: 7/86 - Changed to 5-level series with additional credentials at each level

Rev: 9/94 - Reduced to one level with the creation of the Teacher series, cc 1081-1086

Rev: 7/12 – Conversion to Hay System