



**NORTH DAKOTA  
CLASS DESCRIPTION**

ND Human Resource Management Services

Class Code(s): 1022

Phone: (701) 328-3290

---

**DIRECTOR OF EDUCATION**

GRADE N

**SCOPE OF WORK:**

Work involves planning and directing distance education programs that offers courses and other services at the elementary, middle, and high school levels to effectively promote student learning. As a steward for student, parent, and staff learning, the Director of Education carries out the organizations vision, mission, and values by providing authority and resources. This position reports to the State Director of the Center for Distance Education.

**DUTIES PERFORMED:**

- Lead and support instructional staff by effectively communicating expectations; planning, monitoring and evaluating active measures; assigning and managing teacher workloads.
- Manage and administer staff development through orientation, training, in-service, and providing continual staff professional development.
- Lead development of and ensure accomplishment of program goals and objectives for statewide delivery of online, digital, blended, and project-based courses by the Center for Distance Education.
- Accomplish financial objectives through forecasting, assisting in the preparation of biennium budget, analyzing expenditures, and approving monthly payroll.
- Assure compliance with all federal and state laws, guidelines, and mandates as it pertains to distance education programs.
- Assist with the selection of curriculum vendors, quality curriculum, implementation of new curriculum, and management of course assignments.
- Represent and present the Center's statewide programs at state and national events.
- Provide conflict resolution in order to meet the expectations of students, parents, supervisors, and administrators.
- Supervise and monitor the data collection and reporting requirements; research and analyze information to evaluate and determine action plans; disseminate pertinent information.
- Oversee the Center's accreditation process and compliance – AdvancEd, NCAA.
- Lead and/or participate in problem solving, root cause analysis and continual improvement activities related to planning and directing the Center's distance education programs, courses and other services.
- Attend and participate in management review meetings.
- Assume appropriate responsibilities in the absence of the State Director.

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 in education administration, three years of work experience in teaching and/or administrative experience in a secondary school, a valid North Dakota teaching certificate, and a valid credential for school administration at the secondary level. A major certifiable by the North Dakota Education Standards and Practices Board and twenty semester hours that includes courses specific to the secondary level contained within a master's degree in educational administration may substitute for the master's degree in education administration.

Eff. Date: 7/78 - Two levels

Rev: 1/91 - Reduced to one level, changed grade

Rev: 10/96 - Rewritten in current format

Rev: 2/07 – Revised scope, duties, & min quals; reviewed class eval & changed grade

Rev: 7/12 – Conversion to Hay System

Rev: 03/19 – Revised scope and duties; reviewed class evaluation & changed grade