



**NORTH DAKOTA
CLASS DESCRIPTION**

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

Class Code(s): 1035

EDUCATION PROGRAMS COORDINATOR
GRADE L

SCOPE OF WORK:

Individuals in positions assigned this classification perform duties associated with planning and coordinating the development and implementation of educational programs or programs for services related to education.

DUTIES PERFORMED:

- Identify needs and opportunities for specialized educational programs.
- Develop and implement goals and objectives for educational programs; set standards.
- Confer with teachers, administrators, and other professionals in planning and developing programs for students or other special groups.
- Coordinate development and implementation of assigned programs with other programs, appropriate agencies, providers, and students to maximize utilization of resources and effectiveness of programs.
- Plan, coordinate, and/or conduct training, workshops, conferences, or in-service for the community, providers, staff, and clients.
- Develop and disseminate training and informational materials, brochures, pamphlets, etc.
- Develop and direct program budgets; submit grant proposals and applications.
- Review and evaluate appropriateness and effectiveness of programs; recommend improvements or alternatives.
- May supervise permanent and/or volunteer staff.

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 with a major in education, special education, social work, psychology, counseling, child development and family sciences, sociology, severely multiply handicapped, vocational rehabilitation, or business or public administration and one year of experience in program administration or education. (Specific degree(s) required, of those listed will pertain to the emphasis of the agency and position.)

Eff. Date: 10/74

Rev: 4/92 - Rewritten; administrative factoring, pay equity

Rev: 10/96 - Rewritten in current format

Rev: 7/12 – Conversion to Hay System