



**NORTH DAKOTA  
CLASS DESCRIPTION**

ND Human Resource Management Services

Class Code(s): 1040

Phone: (701) 328-3290

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**DEPARTMENT OF CORRECTIONS AND REHABILITATION ASSISTANT**

**PRINCIPAL**

**GRADE M**

**SCOPE OF WORK:**

Work involves overall student planning of schools in the minimum, medium, and maximum custody facilities, and any applicable contract facilities.

**DUTIES PERFORMED:**

- Responsible for assisting in the overall operation of providing education for one of the DJS or DAS or any applicable contract correctional facilities.
- Hire and supervise certified teaching staff; design and monitor individual staff professional development plans; monitor and maintain records of teachers' licensure/credentials, and perform required teacher performance evaluations.
- Approve a Master Teaching Schedule based upon student needs and staff credentials. Monitor student scheduling to ensure all students are being served and populations are scheduled separately to maintain security.
- Participate with the Principal or Director of Education to maintain educational programming accreditation, assist staff on accreditation activities, and ensure accreditation requirements are met.
- Review educational needs of students to recommend educational program direction and development.
- Oversee Individualized Education Plans.
- Oversee crisis intervention related meetings.
- Coordinate federal and state grants within the Education Department for adult and juvenile division programs.
- Develop and maintain working partnerships with state and federal agencies, related national organizations, higher education colleges and universities, and community resources and serve as a committee member as required.
- Assure compliance with all state and federal laws, guidelines, and mandates as it pertains to the educational programs at DOCR.
- Maintain safety and security measures in the school building to include fire drills, American Correctional Accreditation compliance, and appropriate classroom vocational attire.
- Assist with oversight of the Title I and Neglected and Delinquent program (DJS), and Adult Education (DAS and DJS), Career and Technical Education (DJS and DAS), and WIOA (Workforce Investment and Opportunity Act - DAS).
- Collaborate with technology staff for IT planning; facilitate technology committee.
- Prepare, complete, and maintain reports and records.

- Prepare artifacts and materials for quality assurance audits.

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 Educational Leadership or Education and a K-12 principal's credential<sup>1</sup> from the North Dakota Department of Public Instruction.

Eff. 6/19 – Created classification, factored

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<sup>1</sup> Per NDCC 67-11-06-01, entry into this class is allowed when the person holds a provisional credential; employee must attain professional credential prior to the end of the probationary period.