



**NORTH DAKOTA  
CLASS DESCRIPTION**

ND Human Resource Management Services

Class Code(s): 1043

Phone: (701) 328-3290

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**DEPARTMENT OF CORRECTIONS AND REHABILITATION PRINCIPAL**

**GRADE N**

**SCOPE OF WORK:**

Work involves overall operation of the school at the Youth Correctional Center and Division of Adult Services; or responsibility for overall student planning of schools in the minimum, medium, and maximum custody facilities, and the contracted women's facility.

**DUTIES PERFORMED:**

- Responsible for overall operation of providing education for one of the following:
  - Youth Correctional Center school,
  - Minimum and Medium custody facilities (James and Missouri River Correctional Centers and Thompkins Rehabilitation Center),
  - Maximum custody facilities (ND State Penitentiary and the contracted women's facility)
- 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 Director of Education to maintain educational programming accreditation, lead 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.
- Oversee the Title I and Neglected and Delinquent program.

- 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. Date: 12/83

Rev: 1/00 – Word processing conversion

Rev: 9/02 – Changed title, updated minimum qualifications, duties, and grade

Rev: 8/05 - Changed title, revised scope, minimum qualifications, duties, factoring, and grade

Rev: 12/11 - Changed title, revised scope, minimum qualifications, duties, factoring, and grade

Rev: 7/12 – Conversion to Hay System

Rev: 10/12 – Retitled from YCC Principal – DOCR to DOCR Principal

Rev: 10/13 – Updated class scope, duties, minimum qualifications and factoring for two principal positions rather than one.

Rev: 8/14 – Added footnote to minimum qualifications

Rev: 7/16 – DOCR added a second principal in Adult Services, updated class scope and duties, and reviewed factoring – no change in grade.

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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.