



**NORTH DAKOTA  
CLASS DESCRIPTION**

ND Human Resource Management Services

Class Code(s): 1045

Phone: (701) 328-3290

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**DIRECTOR OF EDUCATION  
DEPARTMENT OF CORRECTIONS & REHABILITATION**

GRADE P

**SCOPE OF WORK:**

Work involves managing the Department of Corrections and Rehabilitation (DOCR) educational programs that provide education for adult and youth offenders.

**DUTIES PERFORMED:**

- Manage goals and performance objectives of the DOCR education programs.
- Develop Education Department budget; monitor and manage fiscal resources.
- Manage federal grant programs and determine distribution of grant funding.
- Ensure education programming accreditation.
- Develop, review, and update DOCR educational programs and curriculum.
- Select, train and manage staff; plan, assign, monitor, and review work of staff; develop and implement work standards, goals, and performance measures.
- Develop and maintain working partnerships with state and federal agencies, related national organizations, higher education colleges and universities, and other community resources.
- Participate in various committees and meetings related to education.

**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 current superintendent's credential from the North Dakota Department of Public Instruction.

Eff. Date: 12/11

Rev: 7/12 – Conversion to Hay System