



**NORTH DAKOTA
CLASS DESCRIPTION**

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

Class Code(s): 1071

CAREER & TECHNICAL EDUCATION PROGRAM COORDINATOR

GRADE K

SCOPE OF WORK:

Work involves planning, developing, monitoring, and coordinating special programs and projects in Career and Technical Education. Programs impact the statewide education system.

DUTIES PERFORMED:

- Provides consultative service in elementary, secondary, post secondary, and adult career and technical education.
- Coordinate a statewide review and evaluation system for career and technical education.
- Coordinate and administer statutory provisions that govern and regulate post secondary educational institutions.
- Coordinate the Office of Civil Rights legislation within the department of Career Education and a statewide compliance review program.
- Monitor and evaluate all functions and activities that are relevant to the statewide evaluation system for career and technical education.
- Regulate activities of post secondary education institutions.
- Provide technical assistance to schools, educational agencies, individuals, etc. regarding methods to improve career and technical educational opportunities.
- Plan, organize, and direct all evaluations and audit activities of post secondary educational institutions relating to career and technical education.
- Plan, develop, and monitor work unit or program budgets.
- Develop and finalize state program planning information through program supervisors from local and other educational agencies.
- Assist the State Board for Career and Technical Education in providing equal opportunity in career and technical education to both sexes and in eliminating sex bias, sex role stereotyping, and sex discrimination from all career education programs.

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 in education and three years of administrative, program development, or teaching experience. The hiring authority will identify specific area of education, certification, or credential requirements at the time of recruitment.

Eff. Date: 7/79

Rev: 1/99 - Updated to current format, changed factoring and minimum qualifications

Rev: 2/12 – Changed title (formerly Vocational Technical Education Program Coordinator); updated scope of work, duties, & minimum qualifications

Rev: 7/12 – Conversion to Hay System