



**NORTH DAKOTA
CLASS DESCRIPTION**

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

Class Code(s): 1072

CAREER & TECHNICAL EDUCATION ASSISTANT PROGRAM SUPERVISOR

GRADE L

SCOPE OF WORK:

Work involves assisting in the development and administration of a statewide or specialized program in the field of career and technical education.

DUTIES PERFORMED:

- Provide assistance in establishing and disseminating regulations, standards, and guidelines for educational programs; assist in the development and promotion of educational programs.
- Gather, compile, and disseminate information regarding guidelines for existing programs to assist local school systems in administering the educational programs; visit state schools to insure compliance with state and federal requirements.
- Assist in curriculum development and evaluation of existing programs; provide guidance and counseling in improving programs; interpret programs for instructors and the public.
- Assist in planning and conducting conferences and workshops; supervise the development and organization of student groups within a specific educational area.

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

Eff. Date: 7/79

Rev: 2/99 - Updated to current format; added factoring

Rev: 2/12 – Changed title (formerly Vocational Technical Education Assistant Program Director/Supervisor); updated scope of work and minimum qualifications

Rev: 7/12 – Conversion to Hay System