



**NORTH DAKOTA  
CLASS DESCRIPTION**

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

Class Code(s): 1073

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**CAREER & TECHNICAL EDUCATION PROGRAM SUPERVISOR**

GRADE O

**SCOPE OF WORK:**

Work involves planning, developing and administering one or more statewide or specialized programs in the field of Career and Technical Education.

**DUTIES PERFORMED:**

- Provides guidance and assistance to state school systems in the development of elementary, secondary, post-secondary, and adult career and technical education programs.
- Establish and disseminate regulations and guidelines for educational programs; counsel and advise school systems in selection of programs; conduct evaluations of programs; provide guidance and counseling for existing programs.
- Administer existing programs; prepare descriptive, statistical, and financial reports pertaining to existing programs; provide assistance to local school districts in applying for federal funding; review grant applications.
- Work with instructors in the development of curriculum that meets the needs of the school district or the career and technical education participants; plan and conduct workshops and conferences with administrators and educators to discuss methods for improving programs.
- Assist in the preparation of the State Career and Technical Education Plan.
- Administer distribution and receipt of federal funds allocated to special programs in elementary, secondary, post-secondary, and adult education.

<p>NOTE: The duties listed are not intended to be all-inclusive. Duties assigned any individual employee are at the discretion of the appointing authority.</p>
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**MINIMUM QUALIFICATIONS:**

Requires a bachelor's degree in education or administration and five years of administrative, program development, or teaching experience. The hiring authority will identify the specific area of education or administration, certification, or credential requirements at the time of recruitment.

Eff. Date: 7/79

Rev: 2/99 - Updated to current format, changed factoring and minimum qualifications

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

Rev: 7/12 – Conversion to Hay System