



**NORTH DAKOTA  
CLASS DESCRIPTION**

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

Class Code(s): 1074

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**CAREER & TECHNICAL EDUCATION ASSISTANT STATE DIRECTOR**

GRADE P

**SCOPE OF WORK:**

Work involves program planning, overall direction, and supervision of statewide career and technical education programs.

**DUTIES PERFORMED:**

- Assist in planning, administering, and monitoring a statewide system for career and technical education.
- Coordinate and provide leadership for “Tech Prep” and curriculum development and/or implementation.
- Direct development of program standards, evaluations, and the statewide evaluation system.
- Develop the annual career and technical education “Performance Report” as required by the U.S. Office of Education.
- Develop and revise the State Plan for Career and Technical Education as required by the U.S. Office of Education.
- Direct development of the budget and supervise the fiscal affairs for the State Board for Career and Technical Education.
- Supervise all career and technical planning activities to include state and federal funded career and technical education programs.
- Supervise, evaluate, and provide leadership for all program staff.
- Represent and assist the State Director on committees and functions of the State Board of Career and Technical 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 with a major in education or administration and five years of Career and Technical Education administration or program experience. The hiring authority will identify the specific area of education or administration, certification, or credential requirements at the time of recruitment.

Eff. Date: 8/75

Rev: 6/93 - Class deleted

Re-established: 7/96

Rev: 2/99 - Changed class code from 1048, updated to current format

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ND Class Description  
Career and Technical Education Assistant State Director

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Rev: 3/01 - Updated duties

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

Rev: 7/12 – Conversion to Hay System