



HISTORIC EDUCATION PROGRAMS ADMINISTRATOR

Grade L

SCOPE OF WORK:

Work involves planning, developing, coordinating, directing, and participating in historical education programs provided by the State Historical Society of North Dakota to the citizens of North Dakota according to educational quality standards and practices.

DUTIES PERFORMED:

- Supervise and participate in creating, interpreting, refurbishing, promoting, managing, scheduling, shipping, and promoting Suitcase Exhibits for North Dakota Program.
- Review, develop, update, and maintain printed educational materials such as developing curriculum.
- Respond to requests for higher education, elementary, and secondary schools presentations by providing educational programming interpreting North Dakota History.
- Apply knowledge of learning styles and methods in planning, implementing, and supporting public educational programs and exhibits that fulfill the needs of diverse audiences.
- Manage contracts and budgets for public programs and supervise contractors and volunteers for programming needs.
- Assist state historic sites supervisors with planning, implementing, and evaluating public education programs for sites interpretation.
- Use data compiled from visitor surveys and advisory groups to ensure appropriate implementation of educational components and processes in programs and exhibits.
- Supervise and provide training to Outreach Services Coordinator and the Volunteer Services Coordinator, docents, and volunteers to maintain quality and integrity of educational programming offered by the State Historical Society of North Dakota.
- Participate in conferences and events.
- Provide presentations on agency educational resources at teacher in-service events statewide; collaborate with institutions of higher learning to provide teacher in-service opportunities.
- Serve on various committees as assigned.

NOTE: The duties listed are not intended to be all-inclusive. Duties assigned any individual employee are at the discretion of the appointing authority.

CLASS CODE:1234

ND Class Description
Historic Education Programs Administrator

MINIMUM QUALIFICATIONS:

Requires a master's degree with a major in education, history, or a closely related field and four years of professionally related management level work experience. The hiring authority may specify a particular degree at the time of job opening.

Effective Date: 3/06

Rev: 7/12 – Conversion to Hay System