



**NORTH DAKOTA
CLASS DESCRIPTION**

ND Human Resource Management Services

Class Code(s): 1604

Phone: (701) 328-3290

ASSISTANT DIRECTOR, PRIMARY/SECONDARY EDUCATION PROGRAMS

GRADE M

SCOPE OF WORK:

Work activities are associated with responsibility for planning, developing, implementing, and administering statewide educational programs within the Department of Public Instruction at the primary and secondary levels. Work is performed under the direction of a Director, Primary/Secondary Education Programs.

DUTIES PERFORMED:

- Review, analyze, and interpret federal and state laws, regulations, and policies.
- Prepare and disseminate information in oral and written form to staff, school district officials and teaching staff, legislators, and the public to include such materials as policy/procedure guidance documents, technical assistance manuals, handbooks, brochures, and workshop materials.
- Assess needs of schools; plan for and carry out the development and implementation of education programs to address needs.
- Evaluate program objectives and effectiveness and make improvements within authority or make recommendations to appropriate authority regarding improvement and implementation of programs.
- Monitor schools for compliance with federal and state laws and regulations to ensure that program requirements are met.
- Provide technical assistance and training to school administrators, teachers, Department staff, and the community regarding programs and services.
- Work with other agencies, Department staff, and local education program leaders on issues having an effect on education and in establishing standards; represent the Department at state and national conferences and meetings.
- Write and administer cooperative agreements and contracts.
- Plan for and carry out the implementation of educational programs.
- Arrange for and lead meetings and workshops as required.
- Conduct research and write program proposals for grant awards; identify funding sources.
- Review applications and determine program or grant eligibility.
- Develop and monitor program or grant budgets; approve or disapprove expenditures and funding allocations.
- Participate in unit planning activities.
- Prepare and submit federal and state reports and records as required.
- May provide supervision and direction to assigned workers.

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 in a field related to the position's program responsibility area and three years of professional-level work experience, which must include experience relating to the program assignment. The hiring authority will identify specific certifications/credentials requirements at the time of recruitment.

Eff. Date: 4/90

Rev: 11/97 – Update classification and revise minimum qualifications

Rev: 10/02 – Revised duty statements; reviewed grade level (no change)

Rev: 7/12 – Conversion to Hay System

Rev: 6/14 – Revised work experience required.