



**NORTH DAKOTA
CLASS DESCRIPTION**

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

Class Codes: 1605

DIRECTOR, PRIMARY/SECONDARY EDUCATION PROGRAMS

GRADE P

SCOPE OF WORK:

Work activities are associated with overall administration of a major unit within the Department of Public Instruction. Work involves responsibility for planning, developing, implementing, and administering statewide educational programs at the primary and secondary levels.

DUTIES PERFORMED:

- Establish goals and objectives for the unit and its programs.
- Participate in ongoing development of the Department's strategic plan.
- Take an active role either as leader or member, as required, on various strategic teams.
- Direct and oversee the development, implementation, and evaluation of programs.
- Collaborate with other units, school administrators, teachers, and interest groups in development and achievement of statewide program goals and objectives.
- Review, analyze, and interpret federal and state laws, regulations, and policies; develop and implement guidelines, standards, and procedures to comply with requirements in carrying out education programs.
- Evaluate program objectives and effectiveness and make improvements; collaborate with internal staff and officials from federal, state, and local agencies on improvement areas.
- Assess schools' needs and/or direct the assessment of schools' needs; ensure that programs are developed and implemented to meet the needs addressed.
- Direct the review of public and non-public schools for compliance with federal and state laws and regulations.
- Review and approve or disapprove applications for various credentials, financial assistance, or grant awards.
- Develop and monitor unit and/or program budgets including the establishment of expenditure priorities.
- Select, train, and supervise assigned staff; monitor and evaluate work performance.
- Provide for technical assistance to school administrators, teachers, the community, and other agency officials regarding programs and services.
- Represent the Superintendent and the Department in presentations such as testifying before legislative committees; leading or presenting at workshops and conferences; attending various meetings at the national, state and local levels, etc.
- Prepare and submit federal and state reports and records as required.
- Develop, administer, and review grants and contracts for all funding sources to vendors and location education agencies.

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 administrative experience, which must have included responsibility for the planning, coordination, development, and implementation of programs. The hiring authority will identify specific certifications/credentials requirements at the time of recruitment.

Eff. Date: 4/90

Rev: 11/97 – Update class, review minimum qualifications to remove teaching certificate requirement

Rev: 06/04 – Revised duty statements; reviewed factoring/grade level (no change)

Rev: 7/12 – Conversion to Hay System

Rev: 6/14 – Revised work experience required.