



**NORTH DAKOTA
CLASS DESCRIPTION**

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

Class Code(s): 1619

DIVISION MANAGER, DEPARTMENT OF PUBLIC INSTRUCTION

GRADE Q

SCOPE OF WORK:

Work involves the direction and management of various work units comprising a division within the Department of Public Instruction. Work activities may vary among the positions assigned this classification due to the specific nature of the Division but may include prescribing rules and regulations for education and related programs administered by the Division; establishing standards; writing correspondence course work; operating a correspondence high school; assisting school districts in the development and administration of education and related programs; providing for the approval and/or certification of plans, programs, schools, and teachers; and providing leadership in school improvement and technology. Incumbents in positions assigned this classification report to the Superintendent of Public Instruction.

DUTIES PERFORMED:

- Participate in the Department's strategic planning process; direct the strategic planning process at the division and unit levels.
- Implement strategic plan within the division and facilitate implementation of plan throughout the department.
- Establish, monitor, and evaluate division goals.
- Promote partnerships with representative members of the community, schools, staff, and other governmental agencies by participating as an active member of various boards, councils, and task forces.
- Direct the evaluation of programs administered within the division and individual work units.
- Assign, monitor, and evaluate the work activities of unit directors and other assigned staff.
- Develop the division budget and participate in priority setting for the department budget.
- Write proposals; plan for project development, staffing, funding, and administration of federal grants; approve grants.
- Prepare comprehensive reports for the department, the legislature, and the public; testify before the legislature, interim committees, and other educational interests.
- Arrange and lead informational meetings with stakeholders throughout the state to keep them abreast of changing requirements and opportunities; plan conferences and workshops for schools to promote strategies and assist in district planning.
- Participate as an active member of the department's decision-making bodies.

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 and five years of administrative experience in an educational setting, three of which included responsibility for management of professional-level staff. Twelve semester hours of administrative-related or management-related coursework at the graduate or post-graduate level are also required. The hiring authority will identify specific certifications and/or requirements relevant to a specific position at the time of recruitment.

Eff. Date: 6/99

Rev: 7/12 – Conversion to Hay System