



NORTH DAKOTA COURT SYSTEM CLASSIFICATION DESCRIPTION

Director of Education and Communication

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| Title of Immediate Supervisor: | State Court Administrator |
| Department/Division: | Education / Office of the State Court Administrator |
| Pay Grade/FLSA Status: | *22 / Exempt |
| Job Titles Accountable For: | Education and Communication Specialist |

General Summary or Purpose

The Director of Education and Communication is responsible for administration of the statewide continuing judicial education and professional development programs for the North Dakota Court System. The position develops and oversees internal and external communication initiatives; directs and coordinates public education projects; researches and prepares grant applications; monitors and reports on grant-funded projects; and oversees design, development, and implementation of special projects not otherwise assigned to other divisions. Plans, directs, organizes, and manages all department operations and personnel. Supervises personnel directly or through designated supervisors.

Major Responsibilities & Essential Functions

1. Plans, directs, organizes, and manages all department operations personnel.
2. Develops, directs, teaches, assesses, and evaluates judicial education and professional development programs for the North Dakota Court System; develops and oversees expenditures of budgets; administers the learning management system; and develops and implements internal procedures related to judicial branch education.
 - Prepares and submits operational budgets, makes recommendations to the Continuing Judicial Education Commission and State Court Administrator regarding the operational needs of education-related activities.
 - Conducts education needs assessments for specific target populations and conceptualizes, researches, and writes proposals for new courses and training programs.
3. Develops and implements strategies to communicate issues, events, policies, and procedures important to the North Dakota Court System, its customers, and the public.
 - Directs the development and implementation of a communications plan to enhance the visibility and promote judicial education programs.
 - Oversees the preparation and design of brochures, forms, and other information designed to assist or educate the public.
 - Negotiates services of external communication partners and recommends contracts with vendors to the State Court Administrator.
 - Develops, coordinates, and supports public outreach education efforts.
4. Directs the development, coordination, and implementation of special projects and performs other duties of comparable level or type and may be assigned other primary and secondary portfolios as determined by the State Court Administrator.
5. Performs other duties of a comparable level or type or as assigned.

Minimum Qualifications

Requires a bachelor's degree and three years of related experience. Any combination of education, training, or experience which demonstrates the ability to successfully complete the major responsibilities and essential functions may be substituted for the degree and experience requirements.

Certifications or Licensing Requirements: (prior to job entry)

Valid driver's license or evidence of equivalent mobility.



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Knowledge Requirements

- Knowledge of basic principles and practices of court administration.
- Knowledge of basic court rules and procedures, legal documents, statutes, and laws pertaining to the court.
- Knowledge of the principles of management and supervision.
- Considerable knowledge of the principles of adult learning in order to develop successful education programs.
- Knowledge of training, staff development, and continuing education program development and administrative principles, practices, and procedures.
- Knowledge of word processing, electronic spreadsheet, database, and specialized course authoring and learning management software.
- Knowledge of court system administrative procedures and policies.
- Knowledge of the principles of public relations.

Skill Requirements

- Management and leadership skills to effectively manage department and personnel.
- Leadership skills including, consensus-building, and facilitation skills and related projects.
- Planning, prioritization, and organization skills to effectively manage a department.
- Analytical skills to review training needs and educational requirements, make cogent recommendations, and develop effective training plans and programs to meet the needs of the court system.
- Strong written and oral communication skills that will allow the individual to produce and present written and oral reports.
- Proficiently uses required software programs.
- Math skills relevant to budgeting.

Physical Requirements

- The essential functions of the job typically require: grasping, sitting, standing, walking, talking, hearing, seeing, feeling, reaching, and fingering requirements or other reasonable methods that accommodate an individual in completing the essential functions of the job.
- Work is performed in a comfortable office environment.
- Employee is subject to some travel in the performance of the job. Employee has control over travel schedule and can adjust schedules due to adverse weather or travel conditions.
- Physical requirements can typically be characterized as **Light**: work involves exerting up to 20 lbs. of force occasionally, and/or up to 10 lbs. frequently, and/or a negligible amount of force constantly to move objects.

Job Classification History

- Classification created 10/11/2007.
- On 7/30/2014, the Supreme Court approved amendment of the Physical Requirements section of all job classifications to comply with the Americans with Disability Act.
- On 9/11/2024 effective 10/1/2024, the Supreme Court approved the Personnel Policy Board recommendations from the Classification and Compensation Study completed by Evergreen Solutions, Inc.
- *A pay grade exception was recommended by the Personnel Policy Board and approved by the Supreme Court on 9/11/2024 effective 10/1/2024. A pay grade exception is the assignment of a pay grade that is higher than that determined by the application of the Classification Matrix System. This may be done when a pay grade assigned to a class has not resolved significant problems in the recruiting or retention of qualified individuals for a class. Classes assigned a pay grade exception are subject to periodic review to verify the appropriateness of the assigned pay grade.