

CLARK COUNTY SCHOOL DISTRICT
Human Resources Division

ASSISTANT SUPERINTENDENT – ASSESSMENT, ACCOUNTABILITY, RESEARCH, AND SCHOOL IMPROVEMENT

Reference Code: A564

Division: Assessment, Accountability, Research, and School Improvement

Classification: Licensed Administrator

Terms of Employment: Range 46 of the Unified Administrative Salary Schedule, 12 Months

FLSA STATUS: EXEMPT

POSITION SUMMARY: This position serves to implement a highly-visible and proactive division of evaluation, assessment, testing, and special projects. This position is responsible for providing sound theoretical information that is relevant and useful for evaluation. This position is directly responsible to the Superintendent of Schools.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

1. Oversee the Student Data Services Department, Assessment Department, Instructional Data Services Department, and the Accountability Department.
2. Serve as a line administrator to provide leadership to and supervision of principals in meeting the expectations of the Clark County School District's and schools' accountability plan.
3. Provide support in collecting, analyzing, and reporting data for District Monitoring Reports.
4. Oversee the development, administration, and reporting of a large-scale summative and formative assessment program.
5. Assist Human Resources (HR) with a number of District and the State reports (i.e., teacher equity, HQT, and CSR), as well as internal projects with respect to HR data and tracking processes.
6. Assist principals with the implementation, monitoring, and evaluation of School Improvement Plans (SIP) and the Instructional Data Management System (IDMS).
7. Design and oversee the district-wide implementation, training, and support for an online instructional data management system including an online assessment program, standards-based report card, online grade book, parent portal, test bank, and achievement data warehouse.
8. Maintain data and records to provide reports to meet federal/state/District/area accountability requirements.
9. Supervise state-mandated accountability, dropout, graduation, enrollment, and attendance data collection, verification, and reporting.
10. Serve as a liaison to the Nevada Department of Education (NDE) regarding accountability reporting, testing, Adequate Yearly Progress (AYP) designations, and No Child Left Behind (NCLB).
11. Ensure compliance regarding state mandates regarding test security, accountability reporting, and Nevada Revised Statute (NRS) 385 requirements.
12. Provide support and training regarding data analysis to administrators district-wide in order to meet and/or exceed the federal and state requirements of No Child Left Behind, as well as assisting designated schools in meeting the requirements of Title I and special education.
13. Oversee state-mandated attendance audits.
14. Assist and provide instructional leadership to principals and other school administrators in raising student achievement and reducing the achievement gap.
15. Oversee the standards based report card document and provide support and training to schools regarding the use of the report card.
16. Support mechanisms to provide accurate data in order to guide data-driven decision making at the District and school level.
17. Supervise the technical assistance state supported and restructuring process as outlined in NRS 385.
18. Plan, organize, control, and direct the functions of the division including evaluation, accountability, and testing data analysis.
19. Organize, coordinate, and streamline data collection between departments and divisions.

20. Consult with and advise the Superintendent and others on the most effective means of utilizing data to increase student achievement.
21. Monitor assigned budgets.
22. Keep abreast of technical, legislative, and professional developments affecting the work of the division.
23. Participate in the development and implementation of professional staff development for the division's administrators and teaching staff.
24. Serve as a liaison with other departments/divisions and communicate regularly to ensure maximum efficiency in the delivery of services to area schools.
25. Participate in budget development to address the division's needs and goals.
26. Promote parent participation and provide responses to address parent/community issues.
27. Attend Board of School Trustees and other meetings, as required.
28. Promote and monitor equity and diversity in the K-12 schools supervised.
29. Perform other duties related to the position, as assigned.

POSITION EXPECTATIONS:

1. Ability to communicate clearly both orally and in writing.
2. Ability to utilize and promote the use of participatory management techniques.
3. Ability to direct and train teams from several departments to provide support to schools in need of improvement.
4. Ability to provide consultation, guidance, and expertise regarding NCLB, NRS 385, school improvement, institutional research, and program evaluation to principals, Cabinet, Board of School Trustees, and the public.
5. Ability to explain complex educational issues and challenges in a manner understandable to the public and legislature.
6. Ability to work collaboratively and cooperatively with students, parents, school and administrative personnel, and representatives of community organizations or agencies.
7. Possess physical and mental stamina commensurate with responsibilities of the position.
8. Possess personal characteristics, including but not limited to poise, perspective, integrity, flexibility, sound judgment, professionalism, and personal appearance necessary for success as an administrator in the Clark County School District.
9. Possess a high degree of conflict management skill and ability to utilize effective problem solving strategies.
10. Possess effective communication, collaborative, and interpersonal skills.
11. Possess effective skills in planning, organizing, and coordinating activities.
12. Possess excellent verbal, written, and presentation skills.
13. Understanding and sensitivity to the needs of the various cultural and ethnic groups of the school and community and to the needs of students with handicapping conditions.

POSITION REQUIREMENTS:

Education and Training:

1. An earned master's degree from an accredited college or university.
2. Training in staff development, data-driven decision-making, data analysis, research design, program evaluation, accountability systems, school improvement, and curriculum review.

Licenses and Certifications:

1. Must possess or be able to acquire a Nevada school administrative endorsement.
2. A valid driver's license that allows the applicant/employee to legally operate a motor vehicle in Nevada.

Experience:

1. Have previously demonstrated at least five (5) years of successful licensed teaching experience including at least two (2) years as a contracted administrator in an accredited K-12 public or private school or including at least two (2) years contracted administrative experience in a related position.
2. Experience serving on state-wide committees regarding NCLB, testing, accountability, and data reporting.
3. Experience in supervising the collection, verification, and reporting of assessment and accountability data.
4. Experience as a site-level administrator.
5. Experience developing criterion-referenced assessments.

Preferred Qualifications:

1. Working knowledge of the Instructional Data Management System (IDMS) and the design of the Interim Assessments.
2. Oversight of a large-scale summative and formative assessment program.
3. Successful oversight of an online data warehouse for accountability and assessment data.
4. Served on state-wide committees regarding NCLB, testing, accountability, and data reporting.
5. Demonstrated experience in team leadership.
6. Ability to work cooperatively with other departments within the District and with other agencies, both state and national.

When applying for an administrative position, candidates must meet the minimum qualifications as listed on the appropriate position vacancy announcement.

Equal Employment Opportunity – Affirmative Action

The Clark County School District is an equal opportunity employer and will not knowingly discriminate in any area of employment. Those include discriminatory recruiting and hiring practices against any United States citizen or legal alien on the basis of race, color, creed, religion, sex, age, marital status, national or ethnic origin, or disability and shall extend to working conditions, training, promotion, and terms and conditions of employment.