

# Assistant Superintendent – Curriculum and Instruction Division

## Position Details

Job Code: U7370

Reference Code: A603

Division: Academic Unit

Classification: Licensed Administrator

Terms of Employment: At-Will, Equivalent to [Step 47 of the Unified Administrative Salary Schedule, 12 Months](#)

FLSA STATUS: EXEMPT

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## Position Summary

This position will be responsible and accountable for leading, managing, and supervising the curriculum, instruction, and support activities and functions of the Clark County School District (CCSD). The departments in this division include Humanities, Literacy and Language Development, K–12 Mathematics, Online and Blended Learning, and K–12 Science. This position functions to provide vision, leadership, and direction to all employees within the division. This position is directly responsible to the Chief Academic Officer, Academic Unit.

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## Essential Duties and Responsibilities

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

1. Provides leadership for cohesive and effective systems and structures for K–12 curriculum and instruction.

2. Oversees data collection and analysis for planning, including the use of technology systems.
3. Facilitates the design and implementation of a five (5)-year plan for the implementation of curriculum and high-quality, standards-based instruction, as well as professional learning that supports the curriculum, instruction, and assessment in all content-areas.
4. Establishes ongoing priorities, goals, and strategies for the development of curriculum and the development and acquisition of instructional resources.
5. Provides programming and support for increasing student achievement.
6. Implements curricular design, standards, and benchmarks that support student achievement of grade-level standards.
7. Provides services, supports, and professional learning focusing on the Nevada Educator Performance Framework (NEPF).
8. Conducts policy analysis, development, and revision related to curriculum and professional learning to enhance services for students.
9. Develops and implements division/department policies and procedures.
10. Works with federal, state, CCSD, regions, and school personnel to facilitate the development and implementation of curricular and instructional programs.
11. Collaborates with leadership from the Education Services Division (ESD); English Language Learner Division (ELLD); Student Services Division (SSD); and Assessment, Accountability, Research, and School Improvement (AARSI) Division to ensure all stakeholders are included in the design, development, and delivery of support systems.
12. Interacts with CCSD administration, schools, parents/guardians, and community-based agencies.
13. Oversees the development and administration of the annual budget for the division.
14. Serves as a CCSD representative and assumes responsibility at local, state, and national meetings; governmental hearings; and events pertaining to areas within the division.
15. Writes, acquires, and implements grants.
16. Provides technical expertise and assistance to others both throughout and outside of CCSD.
17. Oversees personnel, division operations, and budgeting, and encourages parent/guardian and community involvement in CCSD-level curriculum, instruction, and support activities.
18. Conducts policy analysis and policy development related to curriculum, professional development, and student support activities.

19. Communicates and implements applicable laws, codes, regulations, policies, and procedures.
  20. Demonstrates excellent interpersonal skills using tact, patience, and courtesy.
  21. Exemplifies integrity, candor, and high ethical conduct.
  22. Implements continuous review and improvement of processes and procedures throughout the division.
  23. Implements exceptional customer service in support of student achievement.
  24. Establishes and maintains collaboration with other agencies that provide professional learning services for CCSD.
  25. Develops and implements activities with higher education officials to expand and maintain educational programs.
  26. Serves as a member of the Academic Unit in establishing program goals and direction in accordance with CCSD policies, regulations, procedures, and standards.
  27. Supervises and evaluates programs and the performance of assigned staff.
  28. Performs other duties related to the position, as assigned.
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## **Position Expectations**

1. Possess strong communication, collaborative, and interpersonal skills.
  2. Possess the physical, mental, and emotional stamina commensurate with the responsibilities and expectations of the position.
  3. Possess an understanding of federal and state legislation and CCSD policies related to academic content, achievement standards, and instructional support programs and activities.
  4. Possess a high level of self-confidence, initiative, self-direction, and motivation.
  5. Capable of diplomacy, judgment, problem solving, and accountability.
  6. Demonstrate strong, collaborative leadership.
  7. Demonstrate creativity in positive leadership.
  8. Ability to recognize and report hazards and to apply safe work methods.
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## **Position Requirements**

## Education and Training

An earned master's degree from an accredited college or university.

## Licenses and Certifications

1. Hold or be able to acquire, by time of appointment to the position, a Nevada school administrative endorsement.
2. A valid driver's license or state-issued identification card.

## Experience

1. Have previously demonstrated five (5) years of successful licensed teaching experience in an accredited K–12 public or private school; and, be able to acquire, by time of appointment, appropriate Nevada school administrative endorsement; or, have previously demonstrated at least three (3) years of successful licensed teaching in an accredited K–12 public or private school; and, currently hold a valid Nevada school administrative endorsement.
2. Have previously demonstrated at least four (4) years' experience as a contracted administrator in an accredited K–12 public or private school or at least four (4) years contracted administrative experience related to the position.
3. Demonstrates successful performance in the position held at the time of application.

## Preferred Qualifications

None specified.

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

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## AA/EOE Statement

The Clark County School District is proud to be an equal opportunity employer. The Clark County School District is committed to providing all applicants and employees equal employment opportunities without regard to race, color, religion, sex, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or military status or other characteristics protected by applicable law. Here at Clark County School District, we are a diverse group of people who honor the differences that drive innovative solutions to meet the needs of our students and employees. We believe that through a culture of inclusivity, we have the power to reflect the community we serve.

## **Job Revision Information**

- Revised: 11/21/23
- Created: 12/02/08