

Director III – College and Career Readiness and School Choice

Position Details

Job Code: U7102

Reference Code: A203

Division/Unit: College, Career, Equity, and School Choice

Classification: Licensed Administrator

Terms of Employment: [Step 44 of the Unified Administrative Salary Schedule, 12 Months](#)

FLSA STATUS: EXEMPT

Position Summary

This position provides leadership, support, and coordination for curriculum, professional learning, and special project planning, and implementation. Responsibilities include setting and maintaining standards and processes for career and technical curricular programs and the oversight of multiple grants. This person selected for this position is directly responsible to the Chief College, Career, Equity, and School Choice Officer, College, Career, Equity, and School Choice Unit (CCESCU).

Essential Duties and Responsibilities

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

1. Directs the planning and development of curriculum, instruction improvement programs, and special projects for career and technical education (CTE).
2. Provides leadership, supervision, and direction in all aspects of curriculum and professional learning for CTE.
3. Develops, implements, and monitors assigned budgets.
4. Identifies successful CTE programs to increase student achievement. Assists schools with implementation of successful program practices.

5. Provides leadership for Nevada State Gaining Early Awareness and Readiness for Undergraduate Programs (GEAR UP) by monitoring program implementation, student success and analyzing results.
6. Oversees workshops for CTE teachers, training for tutors, and site team conferences; facilitates site team participation for national and/or regional training opportunities.
7. Directs programs of assessment and research activities for professional learning related to curriculum expectations and instructional practices, methods, and materials.
8. Provides input and support to the Assistant Superintendent regarding prioritization of professional learning needs, evaluation of CTE programs, and reviews of current research.
9. Manages and oversees the professional learning, competitions, and activities for the Clark County School District science, technology, engineering, and mathematics (STEM) Department.
10. Assists schools in the development of work-experience, job shadowing, and internship opportunities.
11. Analyzes and evaluates the effectiveness of content area programs and projects.
12. Collaborates with the Human Resources Division (HRD) in the recruitment and screening of career and technical teachers.
13. Develops District events such as career fairs, competitions, and activities designed around initiatives and workforce needs.
14. Coordinates with K-12 schools, regions, and various departments with respect to ongoing support and professional learning for CTE teachers relative to implementation of curricular and instructional objectives.
15. Collaborates with the Grants Development and Administration Department in seeking grant funding and oversees CTE grant projects.
16. Serves as a liaison, as appropriate, to community groups and public agencies, and represents the District in matters related to CTE at the local, state, and national levels.
17. Serves as a liaison in intra-divisional meetings and projects.
18. Oversees ongoing support and staff professional learning with other departments relative to implementation of curricular and instructional issues related to CTE courses.
19. Directs, coordinates, supervises, and evaluates the work of assigned administrators, project facilitators, coaches, and support professional personnel.
20. Attends and monitors Clark County School District Board of Trustees, State Board of Education, and Academic Standards Council meetings for issues related to CTE curriculum.

21. Interprets District policy and procedures for parents/guardians, teachers, administrators, and other interested groups.
 22. Gathers, evaluates, and disseminates research-based practices in curriculum, instruction, and assessment; understands curricular impact of Nevada Academic Content Standards (NVACS) and state legislative mandates.
 23. Provides services to regions and schools according to site instruction needs, methodologies, and resources.
 24. Performs other duties related to the position, as required/assigned.
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Position Expectations

1. Effective communication, collaborative, and interpersonal skills.
 2. Effective skills in planning, organizing, and coordinating projects.
 3. Excellent verbal, written, and presentation skills.
 4. Ability to manage multiple projects and to meet deadlines.
 5. Ability to exercise diplomacy, sound judgment, leadership, problem solving, and accountability.
 6. Ability to develop handbooks, catalogs, brochures, policies, regulations, procedures, and reports, as requested.
 7. Ability to supervise and manage multiple budgets and grants.
 8. Knowledge of and experience with educational technologies.
 9. Ability to work cooperatively with other departments within the District, with the Board of Trustees, and with other agencies, both state and national.
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Position Requirements

Education and Training

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

Licenses and Certifications

Hold or be able to acquire, by time of appointment to the position, a Nevada administrative endorsement, as appropriate.

Experience

1. Have previously demonstrated at least 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 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 the appropriate valid Nevada administrative endorsement.
2. Three (3) years as a contracted administrator in an accredited K-12 public or private school or a minimum of three (3) years' experience as a contracted administrator in a related administrative position.
 3. Demonstrated curriculum background and experience with instructional planning and leadership at a school or district level.
 4. Experience with federal and state grant funding.
 5. Successful performance in the position held at time of application.

Preferred Qualifications

1. Demonstrated experience in team leadership.
2. Ability to both direct and implement major projects and initiatives. Excellent organizational, administrative, and project management skills, including the ability to assess and diagnose critical areas for attention, develop strategies, and translate them into concrete action.
3. Minimum of three (3) years successful experience as a CTE educator.

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

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: 04/13/22
- Created: 12/18/17