

Director I – School Improvement

Position Details

Job Code: U7100

Reference Code: B070

Division/Unit: Assessment, Accountability, Research, and School Improvement

Classification: Licensed Administrator

Terms of Employment: [Step 42 of the Unified Administrative Salary Schedule, 12 Months](#)

FLSA STATUS: EXEMPT

Position Summary

This position functions for creating a cohesive structure for school improvement and accountability. This position serves to strengthen and maximize the use of accountability data and oversee Clark County School District (CCSD) school improvement systems. This position is directly responsible to the Assistant Superintendent of Assessment, Accountability, Research, and School Improvement (AARSI), Academic Unit.

Essential Duties and Responsibilities

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

1. Supports mechanisms to provide accurate data to site-based, region based, division, and CCSD administrators to develop data-driven, research- based school, region, division, and CCSD improvement plans.
2. Directs the coordination of the accountability and school improvement process in compliance with CCSD initiatives, Nevada Revised Statutes (NRS) 385 and Every Student Succeeds Act (ESSA).
3. Supervises all processes as outlined in NRS 385 and ESSA.
4. Oversees a process to assist administrators in designing and implementing school improvement plans as required by NRS 385 and ESSA.

5. Makes recommendations based on accountability data, regarding the instructional programs and school, region, division, and CCSD improvement strategies to the Cabinet, the Clark County School District Board of Trustees, and the Nevada Legislature.
 6. Provides guidance in preparing and monitoring school performance plans, Comprehensive Support and Improvement (CSI), Targeted Support and Improvement (TSI), Additional Targeted Support and Improvement (ATSI) plans, and other plans specifically written for the school improvement process.
 7. Works with school administration to identify root causes found through data analysis process, needs assessment, and in collaboration with school leadership teams.
 8. Provides professional learning in understanding the components of the Nevada School Performance Framework (NSPF), specifically in terms of subgroup achievement and how it affects schools' CSI, TSI, or ATSI designation.
 9. Negotiates with Nevada Department of Education (NDE), Legislative Counsel Bureau (LCB), and the Nevada State Board of Education regarding implementation of NRS 385 and ESSA.
 10. Directs the collection and publication of accountability reports.
 11. Supervises and evaluates assigned School Improvement Department staff members to promote continuity between the collection and publication of disaggregated school accountability data and the development of research-based school improvement plans.
 12. Creates, monitors, and amends department budgets, as necessary.
 13. Serves as division liaison for cross-functional teams to identify clear professional learning strategies for districtwide staff.
 14. Serves as the CCSD liaison for the American Productivity and Quality Control Initiative.
 15. Performs other duties related to the position, as assigned.
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Position Expectations

1. Knowledge of and highly proficient with project management procedures and activities.
2. Effective skills and experience with planning, organizing, and coordinating activities.
3. Excellent presentation skills.
4. Demonstrated ability to work effectively and collaboratively with school and administrative personnel, peers, community representatives, and others.
5. Experience with working effectively under pressure and meeting deadlines.

6. Experience in the areas of diplomacy, judgment, leadership, problem solving, and accountability.
 7. Ability to direct and train teams from several departments and divisions to provide support to schools in need of improvement.
 8. Ability to communicate orally and in writing in a concise and effective manner with diverse groups, organizations, and entities both inside and outside of CCSD.
 9. Ability to negotiate with the NDE regarding the implementation of legislative mandates and state requirements.
 10. Ability to provide consultation, guidance, and expertise regarding ESSA, NRS 385, school improvement and program evaluation to administrators, Cabinet, Board of School Trustees members, and the public.
 11. Ability to explain complex educational issues and challenges in a manner understandable to the public and legislature.
 12. Possess highly effective verbal and written communication skills.
 13. Comprehensive knowledge of navigating, generating reports, and analyzing data for differentiated instruction, using data found within the CCSD data dashboard.
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Position Requirements

Education and Training

An earned master's degree from an accredited college or university with an emphasis in educational leadership, educational research, curriculum improvement, or related field.

Licenses and Certifications

1. Hold or be able to acquire, by time of appointment to the position, a Nevada administrative endorsement, as appropriate.
2. A valid driver's license that allows the applicant/employee to legally operate a motor vehicle in Nevada.

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, if applicable; 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. Previously demonstrated 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' experience as a contracted administrator in a related position.
3. Experience and expertise in staff professional learning, data-driven decision-making, data analysis, program evaluation, accountability systems, school improvement, and curriculum review.
4. Knowledge and experience in writing, monitoring, and amending local, state, and federally funded grants.
5. Experience and expertise in public speaking and conducting large group presentations.
6. Thorough knowledge of and experience in standards-based grading and reporting.
7. Experience in the effective design, implementation, monitoring, and evaluation of differentiated, targeted instructional program for increased student achievement.

Preferred Qualifications

None specified.

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: 04/01/22
- Created: 06/24/20