



# Assistant Superintendent – Curriculum and Instruction Division

## Position Details

Job Code: U7370

Reference Code: A603

Division/Unit: Academic

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 is responsible and accountable for providing leadership to directors, coordinators, and counselor specialists by managing and supervising the curriculum, instruction, and support activities and functions of the Clark County School District (CCSD). The departments in this division include Digital Learning and Instructional Technology; Early Childhood Education; Fine and Performing Arts; Guidance and Counseling; Literacy and Language Development; Mathematics; Science, Health, Physical Education, and Driver Education; and Social Studies and World Language. 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 PreKindergarten–Grade12 curriculum and instruction across the entire school district.
2. Oversees data collection and analysis for strategic planning, including the use of technology systems.
3. Oversees the review, selection, and implementation of a multi-year adoption and implementation of a centrally supported curriculum to support high-quality, standards-based instruction, as well as professional learning that supports the curriculum, instruction, and assessment in all content areas and disciplines.
4. Establishes ongoing priorities, goals, and strategies for the development of curriculum and the development and acquisition of instructional resources.
5. Provides curriculum programming and support to schools for increasing student achievement.
6. Oversees the implementation of curricular design, standards, and pacing that supports high-quality instruction for all learners across all content and disciplines.
7. Provides services, supports, and professional learning focusing on the CCSD initiatives supported through curriculum, instruction, and the CCSD teaching and learning cycle components.
8. Conducts policy analysis, development, and revision related to curriculum and professional learning to enhance services for students.
9. Oversees several policies and regulations related to curriculum and instruction, including review, appeal, and amendments.
10. Develops and implements division/department policies and procedures.
11. Works with federal, state, CCSD, regions, and school personnel to facilitate the development and implementation of curricular and instructional programs.
12. Collaborates with leadership from the Teaching and Learning Unit and Academic Unit to ensure all stakeholders are included in the design, development, and delivery of support systems.
13. Interacts with CCSD administration, schools, parents/guardians, and community-members.
14. Oversees the development, administration, management, and monitoring of the all general and entitlement budgets within the division.
15. Serves as a CCSD representative and assumes responsibility at local, state, and national meetings; governmental hearings; and events pertaining to areas within the division.
16. Oversees the development and acquisition of grant funding within the division.
17. Provides technical expertise and assistance to others both throughout and outside of CCSD.

18. Oversees assigned personnel, division operations, and budgeting, and encourages parent/guardian and community involvement in CCSD-level curriculum, instruction, and support activities.
  19. Provides leadership for and oversees the development, review, and implementation of districtwide guidance and resources, including Pacing Guides (instructional), Frameworks, Look-For Tools, Teacher Clarity Guides, Teacher Decision Points, and Implementation Guides to support curriculum-based high-quality tiered instruction.
  20. Communicates and implements applicable laws, codes, regulations, policies, and procedures.
  21. Implements continuous review and improvement of processes and procedures throughout the division.
  22. Implements exceptional customer service in support of student achievement.
  23. Establishes and maintains collaboration with other agencies that provide professional learning services for CCSD.
  24. Develops and implements activities with higher education officials to expand and maintain educational programs.
  25. Serves as a member of the Academic Unit in establishing program goals and direction in accordance with CCSD policies, regulations, procedures, and standards.
  26. Supervises and evaluates programs and the performance of assigned staff.
  27. Performs other duties related to the position, as assigned.
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## **Position Expectations**

1. Possess an understanding of federal and state legislation and CCSD policies related to academic content, achievement standards, and instructional support programs and activities.
  2. Possess strong communication, collaborative, and interpersonal skills.
  3. Demonstrates excellent interpersonal skills using tact, patience, and courtesy, including the development of board presentations.
  4. Exemplifies integrity, candor, and high ethical conduct.
  5. Possess a high level of self-confidence, initiative, self-direction, and motivation.
  6. Capable of diplomacy, judgment, problem solving, and accountability.
  7. Demonstrate strong, collaborative leadership.
  8. Demonstrate creativity in positive leadership.
  9. Possess the physical, mental, and emotional stamina commensurate with the responsibilities and expectations of the position.
  10. 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

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

## 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,  
Have previously demonstrated at least four (4) years' contracted administrative experience related to the position.
3. 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, 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: 04/30/25
- Created: 12/02/08