

Assistant Superintendent/School Associate Superintendent – English Language Learner Division

Position Details

Job Code: U7382

Reference Code: A985

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

Position Summary

This position is responsible and accountable for providing leadership, supervision, guidance, and support for the English Language Learner (ELL) Division. This position will provide leadership for the development of a Clark County School District (CCSD) vision and strategy with extensive curriculum and professional learning, policy development and analysis, policy interpretation, and coordination of CCSD instructional programs which are in alignment with state and federal policies and requirements as related to English Learner (EL) students. This position is directly responsible to the Chief Academic Officer, Academic Unit.

Essential Duties and Responsibilities

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

1. Oversees and provides direct supervision, evaluation, organization, and operation of programs, schools, and services as related to English Learner (EL) programming and instructional support.
2. Oversees the development of districtwide leadership for K-12 instructional, curricular, and professional learning initiatives as related to English Learner (EL) programming and instructional support.
3. Oversees and coordinates data collection and analysis for planning, including the use of technology systems; provides programming for EL student achievement.
4. Cross-collaboration with other divisions/departments to integrate EL-related topics, concepts, and needs.
5. Directs and supervises the creation and implementation of integrated language support materials that are in alignment with Tier I teaching and learning expectations.
6. Collaborates with other divisions as well as central and site-based leaders to develop, implement, and sustain an EL strategic plan across the district.
7. Conducts policy analysis and policy development related to EL students and EL curriculum and instruction.
8. Oversees and supports schools in ensuring EL-related policies are in compliance with local, state, and federal requirements.
9. Implements a comprehensive program for increasing language acquisition and overall student achievement for all second language students, including CCSD's vision of exceptional instruction throughout the ELL Division.
10. Establishes ongoing priorities, goals, and strategies for the development of curriculum and the delivery of EL instruction throughout CCSD.
11. Provides direction in researching and implementing research-based best practices for EL student success through an asset-based approach.
12. Establishes and maintains collaboration with local, state, and national agencies that provide social and educational services to EL students and their families.
13. Collaborates with higher education officials to expand and maintain programs related to EL instruction and students.
14. Works with other CCSD administrators to facilitate the integration and elevation of effective EL instructional practices into all classrooms.
15. Implements a professional learning plan to provide responsive and linguistically appropriate instruction to all students, which is in alignment with CCSD Multi-Tiered System of Supports (MTSS) and Tier I Teaching and Learning expectations.
16. Develops and reviews department practices and procedures.
17. Understands and applies federal and state legislation and CCSD policies related to academic content and achievement standards as they apply to all students.

18. Understands state and federal laws, regulations, and interpretations regarding Title III program implementation for EL students.
 19. Directs supervision and evaluation of programs and staff.
 20. Interacts with CCSD and region administration, schools, parents/guardians, and community-based agencies, as appropriate, to meet the needs of EL students.
 21. Oversees the CCSD budget assigned to the division, including developing and monitoring assigned budgets.
 22. Represents CCSD at local, state, and national meetings.
 23. Establishes relationships and represents the Superintendent through outreach activities with the community.
 24. Implements current national research on curriculum and professional learning topics and issues.
 25. Implements and communicates effective systems for project management and analysis of progress on yearly goals.
 26. Performs other duties related to the position, as assigned.
-

Position Expectations

1. Demonstrates an understanding of the change process and its relationship to current trends in education, as related to the population of students served by the position and division.
2. Possesses a sense of vision and projects that sense, involves others in accomplishing goals and solving problems, and interacts with groups successfully.
3. Demonstrates success in improving student achievement for all students.
4. Demonstrates success in philosophy, curriculum, and instruction related to the population of students served by the position and division, including an understanding of a responsive instructional process and a variety of instructional techniques, as well as a commitment to the improvement of EL instructional programs.
5. Demonstrates success in leading the improvement of student learning, as evidenced by the improvement of school-based and/or CCSD-based data points.
6. Demonstrates successful and responsive leadership experiences in staff leadership, supervision, and evaluation, and demonstrated ability to work effectively with teachers and leaders to improve instruction.
7. Demonstrates effectiveness in planning, scheduling, and allocating resources; reaching logical conclusions and making high-quality decisions using appropriate decision-making processes; and accepting responsibility for actions and consequences.

8. Demonstrates effectiveness in using computer technologies to enhance instruction and to manage building functions.
 9. Demonstrates success in exercising good judgment, insight, self-awareness, integrity, and responsiveness when interacting with employees, students, and patrons.
 10. Demonstrates effectiveness in representing the school in the community through business partnerships and activities.
 11. Demonstrates success in incorporating competent strategies and utilizing responsive communication and engagement strategies with all members of the school community.
 12. Demonstrates the ability to establish positive relationships with an active commitment to equal opportunity for all students and staff.
 13. Demonstrates the ability to foster an environment that focuses on quality results while motivating, developing, and supporting staff, encouraging continuous improvement, and working effectively as a member of a team.
 14. Demonstrates commitment and ability to continue one's own lifelong learning, to develop talent and leadership skills in others, to provide critical feedback, and to receive critical feedback in order to maintain high standards for oneself and one's school.
 15. Demonstrates the ability to communicate effectively in both written and verbal form, with the ability to make clear, persuasive presentations to groups.
 16. Ability to recognize and report hazards and to apply safe work methods.
-

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 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 complete at least four (4) years of experience as a contracted administrator in an accredited K–12 public or private school district or comparable experience in a higher education or research institution.
 3. Demonstrated successful experience in strategic planning and with marketing processes.
 4. 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.

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: 11/16/12