

# Assistant Superintendent – Leadership and Professional Learning Division

## Position Details

Job Code: U7370

Reference Code: A986

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 is responsible and accountable for leading, managing, and supervising support professional, licensed, and administrative employee induction, mentoring, leadership development, and career ladder attainment. The departments in this division include Employee Onboarding and Development (EOD), Professional Learning Education, Teacher Leadership, and Leadership Development for new administrators, new principals, and executive administrators. 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. Oversees the development, design, and implementation of a multi-year plan for the continuous development of all employees by assessing needs, creating

- corresponding curricula, and ensuring the professional learning supports CCSD initiatives and goals.
2. Provides leadership for induction, mentoring, and leadership, including the Professional Learning Leadership Pipeline initiatives within the career ladder pathways.
  3. Provides a vision for and oversees first-year employee induction and development functions to promote retention of the best employees.
  4. Oversees data collection and analysis for planning, including the use of technology systems.
  5. Establishes ongoing priorities, goals, and strategies for the development of employees and professional learning activities to increase positive impacts on student learning, organizational improvement, and employee skills and knowledge through reviewing current trends and research regarding career ladder pathways and leadership in K–12 education.
  6. Provides services, supports, and professional learning focusing on the Nevada Educator Performance Framework (NEPF).
  7. Develops and implements division/department policies and procedures.
  8. Works with federal, state, CCSD, region, and school personnel to facilitate the development and implementation of professional learning activities to increase student achievement and ensures all programs comply with established laws, regulations, policies, and procedures.
  9. 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.
  10. Interacts with CCSD administration, schools, parents/guardians, and community-based agencies.
  11. Oversees the development and administration of the annual budget for the division.
  12. Serves as a CCSD representative and assumes responsibility at local, state, and national meetings; governmental hearings; and events pertaining to areas within the division.
  13. Writes, acquires, and implements grants.
  14. Provides technical expertise and assistance to others both throughout and outside of CCSD.
  15. Oversees assigned personnel, operations, and budgeting for the division.
  16. Conducts policy analysis and policy development related to leadership and professional leadership, and student support activities.
  17. Communicates and implements applicable laws, codes, regulations, policies, and procedures.

18. Implements continuous review and improvement of processes and procedures throughout the division.
  19. Implements exceptional customer service in support of student achievement.
  20. Establishes and maintains collaboration with other agencies that provide professional development services for CCSD.
  21. Develops and implements activities with higher education officials to expand and maintain educational programs.
  22. Serves as a member of the Academic Unit in establishing program goals and direction in accordance with CCSD policies, regulations, procedures, and standards.
  23. Supervises and evaluates programs and the performance of assigned staff.
  24. 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, leadership standards, and instructional support programs and activities.
2. Possess a high level of self-confidence, initiative, self-direction, organization, and motivation.
3. Possesses a sense of vision and projects that sense, involves others in accomplishing goals and solving problems, and interacts with diverse groups successfully.
4. Demonstrates success in incorporating competent strategies and utilizing responsive communication and engagement strategies with all members of the school community.
5. Possess strong communication, collaborative, and interpersonal skills.
6. Demonstrates excellent interpersonal skills using tact, patience, and courtesy.
7. Exemplifies integrity, candor, and high ethical conduct.
8. 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.
9. Demonstrates effectiveness in using computer technologies to enhance instruction and to manage building functions.
10. Demonstrates success in exercising good judgment, insight, self-awareness, integrity, and responsiveness when interacting with employees and patrons.
11. Capable of diplomacy, judgment, problem solving, and accountability.
12. Demonstrate strong, collaborative leadership.

13. Demonstrate creativity in positive leadership.
  14. 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.
  15. 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 the division.
  16. Demonstrates the ability to communicate effectively both written and verbally, with the ability to make clear and persuasive presentations to diverse groups.
  17. Ability to assess and diagnose critical areas for attention, develop strategies and translate them into concrete action.
  18. Possess the physical, mental, and emotional stamina commensurate with the responsibilities and expectations of the position.
  19. 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 completed 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.**

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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: 09/10/20