

Director I, Secondary Student Athletic Eligibility

Position Details

Job Code: U7100

Reference Code: A541

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

Classification: Licensed Administrator

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

FLSA STATUS: EXEMPT

Position Summary

The position will utilize, enforce, and instruct high schools and middle schools in policies and procedures to ensure compliance with Clark County School District's secondary athletic eligibility criteria. This position is directly responsible to the Director III, Secondary Student Activities and Athletics, 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. Serves as a District representative and assumes responsibility at local, state, and national meetings, governmental hearings, and events pertaining to athletics and related student activities.
2. Monitors and evaluates the District's eligibility compliance efforts and makes recommendations for appropriate changes.
3. Utilizes a working knowledge of the Nevada Interscholastic Activities Association (NIAA) and Clark County School District (CCSD) eligibility components and oversees their implementation and regulation.

4. Coordinates and conducts routine eligibility training for secondary schools.
 5. Works closely with site-based administrators with investigations of alleged eligibility complaints.
 6. Provides updated information on eligibility and gender equity to all secondary schools and works in partnership with the Title IX Director.
 7. Coordinates and monitors all District-level grade checks, academic progress, and compliance with NIAA and CCSD guidelines and procedures.
 8. Revises and maintains the athletic eligibility and clearance program for student-athletes.
 9. Coordinates with directors on the development and implementation of athletic procedures, manuals, and protocols.
 10. Identifies and develops appropriate professional learning programs for athletic personnel.
 11. Supervises and evaluates administrative, licensed, and support professional employees, as assigned.
 12. Monitors and ensures compliance with NIAA and CCSD substance abuse policies, procedures, and programs.
 13. Assists the NIAA office in developing new programs for coaches, officials, and administrators.
 14. Identifies and develops appropriate staff professional learning programs for athletic and student activities personnel.
 15. Assists the NIAA with investigating and ruling on athletic transfer waivers.
 16. Revises and maintains the Activities/Athletics Procedures Manual.
 17. Assists in interpreting national, state, and District athletic eligibility rules and regulations for local secondary schools.
 18. Coordinates support services for athletic events in accordance with the District's policies and regulations.
 19. Conducts regularly-scheduled athletic meetings with assistant principals in charge of school athletic programs.
 20. Performs other duties related to the position, as assigned.
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Position Expectations

1. Effective communication, collaborative, and interpersonal skills.
 2. Excellent verbal, written, computer, and presentation skills.
 3. Demonstrated ability to work effectively with school and administrative personnel, peers, parents/guardians, community members, and others.
 4. Effective skills in planning, organizing, and coordinating activities.
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Position Requirements

Education and Training

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

Licenses and Certifications

1. Hold or be able to acquire, by time of appointment to the position, the appropriate Nevada administrative endorsement, if applicable.
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; 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. A minimum of two (2) years of experience as a contracted administrator in an accredited K-12 public or private school (or) two (2) years of experience as a contracted administrator in a related administrative position.

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: 04/04/22
- Created: 02/28/22