

# Director I, Middle School Athletics and Title IX Compliance

## Position Details

Job Code: U7100

Reference Code: A543

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

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## Position Summary

This position will provide leadership and direction for the Clark County School District's middle school athletic programs and Title IX Compliance. This position is directly responsible to the Director III Secondary Student Activities and Athletics, College, Career, Equity, and School Choice Unit (CCESCU).

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## Essential Duties and Responsibilities

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

1. Monitors and evaluates the District's Title IX compliance efforts and makes recommendations for appropriate changes.
2. Develops and maintains a working knowledge of the Title IX Education Amendments of 1972 and its implementation regulations.
3. Coordinates and conducts routine Title IX site visits for all District high schools.
4. Works closely with site-based administrators in the investigations of alleged Title IX complaints.
5. Provides updated information on Title IX and gender equity to all District high schools.

6. Coordinates and monitors all District-level Title IX guidelines and procedures.
  7. Coordinates athletic programs, including regular-season schedules and post-season tournaments.
  8. Assists in coordinating out-of-District travel for state tournaments, meets, and activities.
  9. Assists in coordinating support services for athletic events in accordance with the District's policies and regulations.
  10. Assists in conducting regularly scheduled athletic meetings with assistant principals in charge of school athletic programs.
  11. Assists in arranging security for athletic and student activities/events and coordinate coverage between police agencies and Clark County School District Police Services (CCSDPS).
  12. Investigates and rules on athletic transfer waivers.
  13. Revises and maintains the Athletic Procedures Manual.
  14. Assists in interpreting national, state, and District athletic rules and regulations for local secondary schools.
  15. Works with the Facilities Services Unit as a resource person for new school athletic facilities.
  16. Assists the Nevada Interscholastic Activities Association (NIAA) office in developing new programs for coaches, officials, and administrators.
  17. Identifies and develops appropriate staff professional learning programs for athletic personnel.
  18. Schedules and coordinates all transportation for middle and high school athletic events utilizing Systems Application and Products in Data Processing (SAP).
  19. Supervises and evaluates administrative, licensed, and support professional employees, as assigned.
  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

Master's degree from an accredited college or university.

## Licenses and Certifications

1. Must possess or be able to acquire 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; 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 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.

## Preferred Qualifications

1. Direct experience with state and local athletic rules and regulations.
2. Knowledge of Title IX and Gender Equity as related to athletics.

**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: 10/28/19