

Director II, Career and Technical Education

Position Details

Job Code: U7101

Reference Code: A602

Division/Unit: College and Career Readiness and School Choice

Classification: Licensed Administrator

Terms of Employment: [Step 43 of the Unified Administrative Salary Schedule, 12 Months](#)

FLSA STATUS: EXEMPT

Position Summary

This position functions to provide leadership, support, and coordination for instructional design, professional learning, and special projects planning in Career and Technical Education (CTE). This person will serve as an instructional leader, collaborating with educational stakeholders, community partners, and industry leaders to enhance CTE offerings and ensure alignment with workforce needs. Responsibilities include the development, revision, and alignment of CTE curriculum; the development and implementation of professional learning programs; and the coordination of events and activities for students, teachers, administrators, parents/guardians, and community members. This position reports directly to the Assistant Superintendent, College and Career Readiness and School Choice (CCRSC), Academic Unit.

Essential Duties and Responsibilities

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

1. Leads the prioritization of professional learning needs for CTE programs, advocates for the enhancement of instructional initiatives, and reviews current industry research to inform best practices.

2. Ensures compliance with state reporting and monitoring requirements, including the Comprehensive Local Needs Assessment, Office of Civil Rights reviews, and Quality Program Reviews, to uphold standards for CTE programs and ensures equitable access and opportunity for all students.
3. Directs and supports the curriculum development and adoption processes for CTE programs of study, including oversight and direction for advisory boards and state task forces.
4. Develops, implements, and monitors assigned budgets.
5. Develops, implements, and oversees a comprehensive CTE program that aligns with state and national standards, ensuring it meets the needs of students and the workforce.
6. Provides services to regions according to site- and region-specific instructional needs, methodologies, and resources related to CTE.
7. Oversees the development of districtwide CTE curriculum documents, handbooks, catalogs, brochures, policies, regulations, procedures, and reports.
8. Engages division heads, School Associate Superintendents, principals, and other stakeholders for input regarding content areas and needs.
9. Participates in regular site visits to schools to monitor instruction, assesses the appropriate use of equipment and materials, and ensures that instruction aligns with curriculum and industry standards.
10. Collaborates with the Grants Development and Administration Department in seeking grant funding and oversees career and technical education grant projects.
11. Oversees budget development and management for CTE programs, ensuring effective allocation of resources and compliance with grant requirements.
12. Establishes and maintains strategic partnerships with local businesses, industry leaders, community organizations, and post-secondary institutions to create opportunities for internships, apprenticeships, and dual enrollment.
13. Utilizes data to evaluate the effectiveness of CTE programs, monitors student outcomes, and drives decisions that enhance student participation and success in CTE pathways.
14. Promotes the value of CTE to students, parents/guardians, and the community through outreach and communication efforts, advocating for the importance of career readiness and workforce development.
15. Serves as a liaison in intra-divisional meetings and projects.
16. Directs, coordinates, supervises, and evaluates the work of assigned administrators and support staff personnel.

17. Attends and monitors meetings by the Clark County School District Board of Trustees, State Board of Education, the Nevada Legislature, and Academic Standards Council for issues related to curriculum.
 18. Prepares testimonies, supporting documentation, and content-related information for distribution to the Board of Trustees, State Board of Education, Academic Standards Council, Legislative Committee on Education, and other decision-makers and stakeholders.
 19. Performs other duties related to the position, as assigned.
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Position Expectations

1. Knowledge of Career and Technical Education.
 2. Effective communication, collaboration, and interpersonal skills.
 3. Effective skills in planning, organizing, and coordinating projects.
 4. Excellent verbal, written, and presentation skills.
 5. Ability to manage multiple projects and to meet deadlines.
 6. Ability to exercise diplomacy, sound judgment, leadership, problem-solving, and accountability.
 7. Ability to develop handbooks, catalogs, brochures, policies, regulations, procedures, and reports, as requested.
 8. Ability to work cooperatively with other departments within the CCSD, with the Board of Trustees, and with other agencies, both state and national.
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Position Requirements

Education and Training

An earned master's degree in Curriculum and Instruction, Educational Leadership, or a related field from an accredited college or university.

Licenses and Certifications

1. A valid driver's license that allows the applicant/employee to legally operate a motor vehicle in Nevada.
2. Hold, or be able to acquire, by the time of appointment to the position, a Nevada school administrative endorsement.

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 the time of appointment, appropriate Nevada school administrative endorsement; or,

Have previously demonstrated at least three (3) years of successful licensed teaching experience in an accredited K-12 public or private school; and, currently hold a valid Nevada school administrative endorsement.

2. Two (2) years of experience as a contracted administrator in an accredited Pre-K-12 public or private school or including at least two (2) years of experience as a contracted administrator in a related administrative position.
3. Successful performance in the position held at the time of application.

Preferred Qualifications

1. Demonstrated experience in team leadership.
2. Strong curriculum background and experience with instructional planning and leadership at a school or CCSD level.
3. Demonstrated experience as a successful administrator, with a focus on implementing and managing Career and Technical Education programs that enhance student engagement and career readiness.

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

- Created: 01/02/25