

Assistant Superintendent – College and Career Readiness and School Choice

Position Details

Job Code: U7370

Reference Code: A776

Division/Unit: 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

Position Summary

This position will be responsible and accountable for leading, managing, and supervising the curriculum, instruction, assessment, professional learning, special project planning, and project implementation related to college and career readiness of the Clark County School District (CCSD). The departments in this division include college and career readiness; magnet schools; career and technical education; school choice, including Change of School Assignment (COSA); and work-based learning. This position provides vision, leadership, and direction to all employees within the division. 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. Provides leadership for cohesive and effective systems and structures for the planning and development of curriculum, instruction improvement programs, and

- special projects for career and technical education (CTE), magnet programs and schools, dual enrollment courses, international baccalaureate programmes, advanced placement, and school choice.
2. Provides leadership, supervision, and direction in all aspects of curriculum, instruction, assessment, and professional learning for CTE, magnet programs and schools, dual enrollment courses, international baccalaureate programmes, advanced placement, and school choice.
 3. Develops, implements, and monitors assigned budgets, including general funds and national, state, and local grant funds.
 4. Identifies successful CTE, magnet programs and schools, dual enrollment courses, international baccalaureate programmes, advanced placement programs to increase student achievement.
 5. Assists school leadership and educators with implementation of successful program practices.
 6. Oversees workshops for CTE teachers, training for tutors, and site team conferences; facilitates site team participation for national and/or regional training opportunities.
 7. Directs programs of assessment and research activities for professional learning related to curriculum expectations and instructional practices, methods, and materials.
 8. Provides input and support to the Chief Academic Officer regarding prioritization of professional learning needs; evaluation of CTE, magnet programs and schools, dual enrollment courses, international baccalaureate programs, advanced placement programs; and reviews of current research.
 9. Manages and oversees the professional learning, competitions, and activities for the CCSD Science, Technology, Engineering, and Mathematics (STEM) Department.
 10. Assists schools in the development of work experience, job shadowing, and internship opportunities.
 11. Analyzes and evaluates the effectiveness of content area programs and projects.
 12. Collaborates with the Human Resources division (HR) in the recruitment and screening of career and technical teachers.
 13. Develops CCSD events such as career fairs, competitions, and activities designed around initiatives and workforce needs.
 14. Coordinates with Pre-K-12 schools, regions, and central divisions/departments with respect to ongoing support and professional learning for CTE, magnet, dual enrollment, international baccalaureate, advance placement program teachers relative to implementation of curricular and instructional objectives.

15. Collaborates with the Grants Development Department in seeking grant funding and oversees CTE grant projects, 21st Century Community Learning Centers Grant projects, Carl Perkins Basic Grant projects, Magnet Schools Assistance Program Grant, grant projects, and other various federal and state grant projects.
16. Serves as a liaison, as appropriate, to community groups and public agencies, and represents the CCSD in matters related to CTE, magnet, dual enrollment, international baccalaureate, and advanced placement at the local, state, and national levels.
17. Serves as a liaison in CCSD and Unit meetings and projects.
18. Oversees ongoing support and staff professional learning with other divisions/departments relative to implementation of curricular and instructional issues related to CTE, magnet, dual enrollment, international baccalaureate, and advanced placement courses.
19. Directs, coordinates, supervises, and evaluates the work of assigned administrators, project facilitators, coaches, and support professional personnel.
20. Attends and monitors the Clark County School District Board of School Trustees, State Board of Education, Nevada System of Higher Education Board of Regents, and Academic Standards Council meetings for issues related to CTE, magnet, dual enrollment, international baccalaureate, and advanced placement curriculum.
21. Interprets CCSD policy and procedures for parents/guardians, teachers, administrators, and other interested groups.
22. Gathers, evaluates, and disseminates research-based practices in curriculum, instruction, and assessment; understands curricular impact of Nevada Academic Content Standards (NVACS) and state legislative mandates.
23. Provides services to regions and schools according to site instruction needs, methodologies, and resources.
24. Oversees data collection and analysis for planning, including the use of technology systems.
25. Develops and implements division/department policies and procedures.
26. Collaborates with leadership from the Assessment, Accountability, Research, and School Improvement Division (AARSI); Education Services Division (ESD); English Language Learner Division (ELLD); Curriculum and Instruction Division; Leadership and Professional Learning Division; and Student Services Division to ensure all stakeholders are included in the design, development, and delivery of support systems.
27. Oversees the development and administration of the annual budget for the division.

28. Serves as a CCSD representative and assumes responsibility at local, state, and national meetings; governmental hearings; and events pertaining to areas within the division.
 29. Provides technical expertise and assistance to others throughout and outside of CCSD.
 30. Communicates and implements applicable laws, codes, regulations, policies, and procedures.
 31. Implements continuous review and improvement of processes and procedures throughout the division.
 32. Establishes and maintains collaboration with other agencies that provide professional learning and services to CCSD.
 33. Develops and implements activities with higher education officials to expand and maintain educational programs.
 34. Serves as a member of the Academic Unit in establishing program goals and direction in accordance with CCSD policies, regulations, procedures, and standards.
 35. Conducts research and analysis on various school choice models, to inform decision-making and program design.
 36. Evaluates the impact of school choice programs on student outcomes, school performance, and community satisfaction, using data to inform continuous improvement efforts.
 37. Leads the comprehensive planning, design, and development process for new choice schools, and collaborates with architects and engineers to coordinate and identify space needs, utilization, and equipment standards.
 38. Establishes ongoing priorities, goals, and strategies aimed at promoting and ensuring equitable access and support for all students across educational programs.
 39. Establishes key performance indicators and metrics to evaluate the effectiveness of programs to measure student achievement, program outcomes, and stakeholder satisfaction.
 40. Collaborates with community and CCSD partners to ensure that students have access to counseling, career guidance, and support services to enhance their academic and career awareness and success.
 41. Communicates regularly with stakeholders, including community partners, to provide updates on the progress and performance of programs and prepares reports and presentations for Board of Trustee meetings, economic development groups, and other relevant forums.
 42. Performs other duties related to the position, as required/assigned.
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Position Expectations

1. Possess an understanding of federal and state legislation and CCSD policies and regulations related to academic content, achievement standards, and instructional support programs and activities.
 2. Knowledge of and experience with educational technologies.
 3. Demonstrates strong, collaborative leadership.
 4. Demonstrates the ability to foster an environment that focuses on quality results while motivating, developing, and supporting a diverse staff, encouraging continuous improvement, and working effectively as a member of a diverse team.
 5. Possess strong communication, collaborative, and interpersonal skills.
 6. 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.
 7. Capable of diplomacy, judgment, problem solving, and accountability, and creativity in positive leadership.
 8. Demonstrates the ability to communicate effectively both written and verbally with the ability to make clear, as well as persuasive, presentations to diverse groups.
 9. Ability to manage multiple projects and to meet deadlines.
 10. Ability to exercise diplomacy, sound judgment, leadership, problem solving, and accountability.
 11. Ability to supervise and manage multiple budgets and grants.
 12. 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

1. Hold or be able to acquire, by time of appointment to the position, a Nevada administrative endorsement, as appropriate.
2. A valid driver's license or state-issued identification card.

Experience

1. Have previously demonstrated at least 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 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 the appropriate valid Nevada administrative endorsement.

2. Three (3) years as a contracted administrator in an accredited K-12 public or private school or a minimum of three (3) years' experience as a contracted administrator in a related administrative position.
3. Demonstrated curriculum background and experience with instructional planning and leadership at a school or district level.
4. Experience with federal and state grant funding.
5. Successful performance in the position held at time of application.

Preferred Qualifications

1. Demonstrated experience in team leadership.
2. Ability to both direct and implement major projects and initiatives; excellent organizational, administrative, and project management skills, including the ability to assess and diagnose critical areas for attention, develop strategies, and translate them into concrete action.

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: 06/28/24
- Created: 12/18/17