



Director III, Community Engagement Officer

Position Details

Job Code: U7102

Reference Code: A298

Division/Unit: Office of the Chief of Staff

Classification: Professional-Technical and/or Licensed Administrator

Terms of Employment: [Step 44 of the Unified Administrative Salary Schedule, 12 Months](#)

FLSA STATUS: EXEMPT

Position Summary

This position is responsible for providing the vision, leadership, oversight, supervision, and support for Clark County School District (CCSD) fundraising related to education, technology, curriculum resources, professional learning, parent/guardian engagement, public safety, public information, and securing funds; including gifts for the School Community Partnership Program, and the Family and Community Engagement Services (FACES). The position is directly responsible for CCSD program development, pursuit of grants and proposals, managing projects and budgets to ensure the organization's foundation activities and programs align with the goals, mission statements and outcomes of CCSD. The position develops and drives the intended outcomes of the projects and oversees community partnership and family engagement, in alignment with applicable organizational goals, supporting the CCSD strategic plan, Superintendent Goals, and community and family partnership outcomes. This position is directly responsible to the Chief of Staff and in cooperation with the Chief Executive Officer of the Public Education Foundation (PEF).

Essential Duties and Responsibilities

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

1. Provides CCSD collaboration and organizational leadership for fundraising staff developing CCSD community partnerships and family engagement in alignment with and support of CCSD and the PEF shared organizational initiatives and outcomes.
2. Works collaboratively with the Chief of Staff and Chief Executive Officer of the PEF in formulating and implementing the strategic direction and goals while communicating regularly on progress.
3. Works in coordination with the Chief of Staff and Chief Executive Officer of the PEF to establish and communicate grant-making strategies and priorities that enhance the organizational goals of both organizations.
4. Responsible for the overall success of fulfilling CCSD educational fundraising goals by providing leadership and overseeing the day-to-day operations, strategic vision, and operational excellence.
5. Oversees grant projects and collaborative processes on behalf of CCSD to include an application process, forms, timeline, board approvals, and reporting requirements, and make appropriate changes, as needed.
6. Supports the development and implementation of proper procedures to record charitable distributions and handles documentation in accordance with donor designations and auditor requirements.
7. Acts as a liaison and ambassador; maintains and creates significant new donor financial relationships for CCSD through the nonprofit corporation.
8. Directs the development and implementation of the districtwide Community Partnership and Family Engagement (FACE) plans, in alignment with CCSD strategic plan, Superintendent Goals, as well as the goals of the PEF.
9. Develops and supervises the work and outcomes of subordinate staff in conducting professional learning programs to support effective strategies for community partnerships and family engagement aligned to mutually supportive CCSD and PEF priorities.
10. Develops and supervises the implementation of research-supported models and strategies for engaging families in student academics, school activities, in support of CCSD and/or PEF initiatives and priorities.
11. Aligns the work and initiatives of direct reports to support organizational outcomes and enhance the common vision.
12. Works with other CCSD and community leaders in a cross-functional manner to ensure effective implementation of strategies and monitors data outcomes to safeguard investments and effectiveness.

13. Aids in the development and administers the strategic plan requirements to provide a pathway for supportive and measurable community partnerships and family engagement practices that build organizational capacity and improve student achievement.
 14. Reviews, monitors, and evaluates data, goals, and metrics to support continuous improvement and necessitates adjustments to the plan as needed to improve its effectiveness.
 15. Represents CCSD by serving and assigning individuals to participate on community governing boards and support other outreach efforts.
 16. Manages all aspects of financial accountability for CCSD family engagement and partnership programs, including administration of related districtwide grants, foundation dollars, and other budgets.
 17. Supervises assigned personnel and departments to provide leadership and supervision of CCSD family engagement and community partnership strategies that meet the needs of diverse communities and constituents.
 18. Directs the development of department reports and publications related to CCSD fundraising, FACES, and Partnership efforts.
 19. Facilitates and conducts regular meetings with internal staff, other CCSD administrators, community leaders, and parent/guardian organizations.
 20. Performs other duties related to the position, as assigned.
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Position Expectations

1. Knowledge of Microsoft Excel, Word, and PowerPoint; effective computer skills, including proficiency in word-processing and database software.
2. Understand mutual and distinct CCSD and PEF organizational goals and objectives by creating educational grant-funded programs that advance those outcomes.
3. Apply project management knowledge regarding development, staffing, scheduling and nonprofit disclosures, budgeting, and auditing.
4. Understanding and sensitivity to the needs of cultural and ethnic groups and individuals with disabilities.
5. Implement programs and projects that assist both organizations to meet defined and expected goals and objectives.
6. Provide the leadership, communication, management skills, and effective internal and external relations that provide transparency to the operations.
7. Research grant proposals, apply for funding opportunities, secure funding, and provide appropriate donor recognition and reporting.

8. Develop relationships with various community, governmental, and other nonprofit organizations to raise funds, awareness and build resources.
 9. Demonstrate effective communication, collaboration, and interpersonal skills.
 10. Effective skills in planning, organizing, and coordinating activities.
 11. Excellent communication skills, including the ability to communicate effectively with parents/guardians and CCSD staff.
 12. Excellent written and verbal communication skills.
 13. Demonstration of mental and physical stamina commensurate with the responsibility of the position.
 14. Must be customer-oriented, organized, and independently responsible.
 15. Strong organizational, planning, and time management skills, including the ability to take initiative, prioritize work, handle multiple tasks simultaneously, set goals, meet deadlines, and maintain accurate and detailed records.
 16. Strong analytical, reasoning, and problem-solving skills.
 17. Strong interpersonal skills and the ability to effectively communicate with a wide range of individuals and constituencies in a diverse community.
 18. Ability to work cooperatively and effectively with colleagues, parents/guardians, school and administrative personnel, and representatives of the community, state and federal organizations or agencies.
 19. Demonstrate ability to work effectively with school and administrative personnel, peers, parents/guardians, community members, and others.
 20. Ability to speak in front of large and small groups.
 21. Ability to work independently, with little direct supervision as well as work as part of a team and deal with difficult individuals while maintaining composure.
 22. Ability to work cooperatively with administrators, licensed personnel, and support professionals in schools and divisions/departments in CCSD and with representative of community organizations or agencies.
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Position Requirements

Education and Training

An earned master's degree from an accredited college or university; or,
A bachelor's degree from an accredited college or university; plus, five (5) years successful experience related to the position may be substituted for the master's degree and license and certificate requirement; or,
Currently serving as a professional-technical employee with the Clark County School District.

Licenses and Certifications

1. A valid driver's license or state-issued identification card.
2. Hold or be able to acquire, by time of appointment to the position, a Nevada 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 the time of appointment, appropriate Nevada school administrative endorsement; or,
2. 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.
3. Have previously demonstrated at least five (5) years recent successful leadership experience as an administrator, which may include, but not limited to educational private or public experience with demonstrated capabilities to include familiarity with the concept and purpose of foundations and their relationship to constituencies, knowledge of community resources, fundraising, communications, evaluation, and research knowledge.
4. Three (3) years' experience working with families, community groups, and governing boards to build effective and meaningful partnerships.
5. Experience working with community groups and/or governing boards.
6. Experience in publications, marketing, and communications.
7. Successful performance in the position held at the time of application.

-OR-

1. Satisfactory service in corresponding or related positions or previously demonstrated five (5) years successful supervisory experience related to the administrative position.
2. Have previously demonstrated at least five (5) years recent successful leadership experience as an administrator, which may include, but not limited to educational private or public experience with demonstrated capabilities to include familiarity with the concept and purpose of foundations and their relationship to constituencies, knowledge of community resources, fundraising, communications, evaluation, and research knowledge.
3. Three (3) years' experience working with families, community groups, and governing boards to build effective and meaningful partnerships.
4. Experience working with community groups and/or governing boards.
5. Experience in publications, marketing, and communications.
6. Successful performance in the position held at the time of application.

Preferred Qualifications

1. Seven (7) years of increasingly responsible educational private or public experience with demonstrated capabilities to include familiarity with the concept and purpose of foundations and their relationship to constituencies, knowledge of community resources, fundraising, communications, evaluation, and research knowledge.
2. Knowledge and demonstrated success in grant writing.
3. Familiarity with urban education issues.
4. Second language fluency.

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: 07/08/24
- Created: 01/04/21