



# Assistant Superintendent – Community Partnerships and Government Relations

## Position Details

Job Code: U7370

Reference Code: A775

Division: Communications Unit

Classification: Licensed Administrator

Terms of Employment: At-Will, [Equivalent to Step 47 of the Unified Administrative Salary Schedule, 12 Months](#)

FLSA STATUS: EXEMPT

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## Position Summary

This position administers districtwide legislative and governmental functions and community partnership operations, plans, and programs to develop relationships, build trust, and inspire student and parent/guardian support. The person selected for this position will be directly responsible to the Chief Communications Officer, Communications Unit.

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## Essential Duties and Responsibilities

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

1. Coordinates and directs department activities to facilitate legislative, business, and community support for the Clark County School District (CCSD); ensures department activities comply with established laws, codes, regulations, policies, and procedures.

2. Collaborates with the Chief Communications Officer in the development and implementation of community and government strategies and outreach functions focusing on internal and external stakeholders, including elected officials, in support of CCSD initiatives and outcomes.
3. Collaborates with the Clark County School District Board of School Trustees, the Superintendent of Schools, and the Chief Communications Officer to develop and direct all legislative efforts and community partnership programs in a manner that promotes a positive public image of the CCSD.
4. Promotes CCSD interests and ensures public awareness of CCSD operations, functions, and activities; collaborates with other administrators, staff, community organizations, outside agencies, members of the public, and local, state, and federal officials to enhance support, involvement, and promotion of CCSD objectives.
5. Coordinates and directs governmental relations and community partnership operations and activities to ensure proper and timely support, information, and resolution for internal and external stakeholders' concerns regarding CCSD activities and educational issues.
6. Monitors, analyzes, and reports on legislative outcomes and community partnership programs for their impact on CCSD operations, policies, and activities, including educational impact, effectiveness, and operational efficiency; responds to administrative, staff, and public input concerning related needs.
7. Directs the development, implementation, and monitoring of system-wide community and family partnership plans and programs to align with the CCSD strategic plan, Superintendent goals, and CCSD and school improvement plans.
8. Responsible for recognizing CCSD employees' contributions through engagement, service, knowledge, skills, and morale through providing timely and appropriate feedback to employees; creates a districtwide plan for employee recognition.
9. Directs the Safe Routes to School Program, the Academic Support and Community Services Center, the Family Support Center, and the Indian Education Opportunities Program (IEOP) and ensures compliance with the administration of each grant.
10. Plans and directs the development and promotion of several CCSD events.
11. Develops partnerships with business and community organizations to promote CCSD employees, programs, schools, and initiatives.
12. Plans, organizes, and directs the development and implementation of CCSD legislative platform, bill draft requests, and strategic plans to ensure optimum support during legislative sessions.

13. Oversees and coordinates government relations strategies, operations, and activities to ensure proper and timely support, information, and resolution for internal and external stakeholder concerns regarding CCSD needs, activities, and educational issues.
  14. Prepares for all legislative hearings and related legislative events; researches information, arranges and conducts special meetings, and adjusts CCSD standards and policies to resolve issues with elected and other officials.
  15. Plans, develops, and monitors local, state, and federal agendas for items that could affect CCSD; regularly communicates those to the Chief of Communications Officer for distribution to the Board of School Trustees and the Superintendent of Schools.
  16. Plans, organizes, directs, and participates in establishing and maintaining CCSD contacts with businesses, community organizations, governmental agencies, and members of the public to facilitate and enhance public involvement and support in CCSD objectives.
  17. Monitors, analyzes, and reports on legislative outcomes for impact on CCSD operations, policies, and activities, including educational effectiveness and operational efficiency; receives and responds to administrative, staff, and public input concerning related needs.
  18. Develops and prepares the annual preliminary budget for government relations and community partnership operations; analyzes and reviews budgetary and financial data; controls and authorizes expenditures; and analyzes outcomes to determine the positive return on investment.
  19. Directs the preparation and maintenance of a variety of narrative and statistical reports, records, and files related to legislation, public relations, community partnerships, personnel, and assigned duties.
  20. Supervises and evaluates the performance of assigned staff.
  21. Performs other duties related to the position as assigned.
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## **Position Expectations**

1. Knowledge of government relations practices, procedures, techniques, and terminology.
2. Knowledge of educational needs, goals, and objectives of CCSD.
3. Knowledge of CCSD organization, operations, policies, and objectives.
4. Knowledge of policies and objectives of assigned programs and activities.
5. Knowledge of CCSD and state standards and requirements concerning school district legislative functions.
6. Knowledge of new, existing, and pending state legislation affecting CCSD.

7. Knowledge of principles, practices, and basic political science involved in dealing with local, state, and federal officials.
  8. Skill in establishing and maintaining cooperative and effective working relationships with others.
  9. Skill to analyze situations accurately and adopt an effective course of action.
  10. Skill in using tact, discretion, and prudence in dealing with those contacted during the course of work.
  11. Possess a high level of self-confidence, initiative, self-direction, and motivation.
  12. Ability to meet with legislators; testify at hearings and meetings; and represent CCSD at a variety of legislative functions to promote legislative priorities and communicate educational needs.
  13. Ability to interpret, apply, and explain rules, regulations, policies, and procedures, as well as federal, state, and local laws related to areas of responsibility.
  14. Ability to work collaboratively and diplomatically with diverse constituencies on a wide range of issues.
  15. Incorporate culturally competent strategies and utilize culturally responsive communication and engagement strategies with all members of the school community.
  16. Ability to represent CCSD in the community through business partnerships and activities.
  17. Ability to prepare comprehensive narrative and statistical reports.
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## **Position Requirements**

### **Education and Training**

An earned bachelor's degree from an accredited college or university in education, public administration, or related field.

### **Licenses and Certifications**

A valid driver's license that allows the applicant/employee to legally operate a motor vehicle in Nevada.

### **Experience**

1. Satisfactory service in corresponding or related positions or five (5) years of successful supervisory experience related to the administrative position.
2. Seven (7) years of increasingly responsible educational, private, or public experience and demonstrated capabilities in the fields of legislative issues and

public relations. Four (4) years of the required seven (7) years of experience must be in an administrative/managerial capacity.

3. Five (5) or more years experience as a contracted school administrator in an accredited K-12 public or private school or five (5) years of successful district-level leadership experience as an administrator in a large (minimum of 30,000 students) urban public school district.
4. Successful performance in the position held at time of application.

## **Preferred Qualifications**

1. An earned master's degree from an accredited college or university in education, public administration, or related field.
2. Seven (7) years of increasingly responsible experience with demonstrated capabilities in the fields of legislative issues and government relations/public affairs.
3. Previously demonstrated at least five (5) years of successful licensed teaching experience, including at least three (3) years as a school principal in an accredited K-12 public or private school.

**Candidates must meet the minimum qualifications listed on the appropriate position vacancy announcement when applying for an administrative position.**

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## **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, natural 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: 06/03/24
- Created: 05/31/24