

Director II, Mathematics

Position Details

Job Code: U7101

Reference Code: A737

Division/Unit: Curriculum and Instruction

Classification: Licensed Administrator

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

FLSA STATUS: EXEMPT

Position Summary

The person selected for this licensed administrative position will provide leadership, support, and coordination for instructional design, professional learning, and special projects planning in mathematics. Responsibilities include the development, revision, and alignment of curriculum; development and implementation of professional learning programs; and coordination of mathematics events and activities for students, teachers, administrators, parents/guardians, and community members. This person will function as an instructional leader, while implementing programs and practices that support the Clark County School District Board of Trustees-identified strategic imperatives for student achievement as well as the Clark County School District (CCSD)'s Focus Areas and Goals. This person is directly responsible to the Assistant Superintendent, Curriculum and Instruction Division (CID), Academic Unit.

Essential Duties and Responsibilities

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

1. Leads prioritization of professional learning program needs, escalation of programs, and review of current research.

2. Directs and supports the curriculum development and adoption and textbook review and selection process for mathematics content areas, including oversight and direction for content expert task forces and committees.
3. Provides services to regions and schools according to site- and region-specific instruction needs, methodologies, and resources with respect to mathematics.
4. Oversees development of districtwide curriculum documents, handbooks, catalogs, brochures, policies, regulations, procedures, and reports.
5. Engages division heads, region leadership, principals, and other stakeholders for input regarding content areas and needs.
6. Participates in regular site visits to schools to review programs; provides leadership for evaluation of instructional delivery tools by user groups and facilitates the standardization of selected tools for CCSD.
7. Identifies successful intervention and remediation programs to increase student achievement and assist schools with implementation of successful program practices.
8. Maintains articulation and alignment of programs for students with special needs and English learners.
9. Assists with statistical analysis and education research regarding data-driven decision making and improved instruction.
10. Analyzes and evaluates the effectiveness of mathematics programs and projects.
11. Gathers, evaluates, and disseminates research-based best practices to improve operational efficiency and student outcomes.
12. Supervises the development of staffing and scheduling outlines for Human Resources and region leadership and assist the Human Resources Division (HRD) and administrators with staffing and scheduling issues at school sites.
13. Collaborates with the Grants Development & Administration Department in seeking grant funding and oversee mathematics grant projects.
14. Serves as a liaison in intra-divisional meetings and projects.
15. Attends and monitors Board of Trustees, State Board of Education, and Academic Standards Council meetings for issues related to curriculum.
16. 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.
17. Streamlines the planning and implementation of student events and activities through the development and documentation of actionable and repeatable processes.
18. Partners with stakeholders across CCSD to ensure effective and efficient use of resources.

19. Performs other duties related to the position, as required/assigned.
-

Position Expectations

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

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

Hold or be able to acquire, by the time of appointment to the position, a Nevada administrative endorsement.

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. Two (2) years of experience as a contracted administrator in an accredited 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 position held at time of application.

Preferred Qualifications

1. Demonstrated experience in team leadership.
2. Demonstrated at least three (3) years of successful licensed teaching experience in secondary mathematics.
3. Strong mathematics curriculum background and experience with instructional planning and leadership at a school or District level.

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: 08/17/23
- Created: 02/11/15