

Director II, K-12 Online and Blended Learning

Position Details

Job Code: U7101

Reference Code: A170

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

This position will provide leadership in the development of structures, systems, professional development, and curriculum for K-12 online and blended learning. This position will work with all Clark County School District (CCSD) principals and teachers, as well as the Curriculum and Instruction Division directors, to support effective models of personalized digital instruction to ensure that schools adhere to the Nevada Department of Education (NDE) distance education legislation and National Collegiate Athletic Association's (NCAA) non-traditional coursework requirements. This position 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. Designs and implements systems of training and support for teachers and administrators for online and blended learning (i.e., BlendED initiatives).

2. Develops support structures and documented business practices and procedures for administrators and teachers implementing online and blended learning management systems.
 3. Provides subject-matter expertise and consultation for all CCSD schools implementing online and blending learning.
 4. Oversees the development and coordination of District-level online course development.
 5. Governs CCSD enterprise digital content, information, and learning management systems (LMS, i.e., Canvas, Google Suite, Apex, Edgenuity, etc.).
 6. Applies systems analysis procedures to determine software and system specifications in support of systems integration, enhancement, and upgrades for LMS, student information systems (SIS), and software.
 7. Develops partnerships with and builds knowledge from external educational entities and professional learning organizations (i.e., International Association for K-12 Online Learning (iNACOL), Digital Learning Collaborative (DLC), etc.).
 8. Develops and manages applications to the NDE pertaining to distance education and approved online courses, per statute.
 9. Ensures proper management and the equitable application process of this NDE grant.
 10. Develops and monitors the process for vetting all content created by the Online and Blended Learning Department.
 11. Develops and monitors a process for removing courses that are retired through the Secondary Curriculum Commission.
 12. Oversees the budget, including grants and purchases of content contracts.
 13. Performs other duties related to the position, as assigned.
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Position Expectations

1. Understanding of Nevada Revised Statutes (NRS) and Nevada Administrative Codes (NAC) pertaining to the administration of online and distance learning and alternative education.
2. Awareness of NCAA regulations pertaining to competency and seat-time requirements for online and distance learning and alternative education.
3. Knowledge of CCSD policies and regulations pertaining to the administration of online and distance learning and alternative education.
4. Knowledge of the CCSD organizational structure and related personnel.
5. Attentive to national best practices, research, and trends as outlined by leading organizations in the field of online and blended education (i.e., iNACOL, DLC,

- Quality Matters, International Society for Technology Education (ISTE), The Learning Accelerator, Clayton Christensen Institute, etc.).
6. Familiarity of course development software applications for online learning (i.e., Canvas, SoftChalk, etc.).
 7. Ability to administer technical needs pertaining to a districtwide LMS and SIS.
 8. Familiarity with current state and CCSD adopted curricula and assessments to ensure alignment of developed or purchased content to standards.
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Position Requirements

Education and Training

An earned master's degree from an accredited college or university in curriculum and instruction or education leadership.

Licenses and Certifications

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

Experience

1. 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 time of appointment, appropriate Nevada school administrative endorsement, **or** 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.
2. Minimum of three (3) years experience with online and blending learning or a related field.
3. Two (2) years experience as a contracted administrator in an accredited K-12 public or private school, or two (2) years experience as a contracted administrator in a related position.

Preferred Qualifications

1. Contracted administrator in an accredited K-12 public or private school with online and/or blending learning implementation.
2. Participant at digital learning conference(s) held by leading organizations in the field (i.e., iNACOL, DLC, ISTE, Quality Matters, etc.).

3. Expertise in the field of digital learning implementation as demonstrated by being a recognized speaker at a national conference (i.e., iNACOL, DLC, ISTE, Blended Personalized Learning, School Reform, etc.).
4. Committee member during the application process for CCSD Distance Education submission to the NDE.

When applying for an administrative position, candidates must meet the minimum qualifications as listed on the appropriate position vacancy announcement.

AA/EOE Statement

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: 04/14/22
- Created: 08/31/17