

# Director II, K-12 Literacy

## Position Details

Job Code: U7101

Reference Code: A324

Division/Unit: Curriculum and Instruction

Classification: Licensed Administrator

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

FLSA STATUS: EXEMPT

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## Position Summary

The person selected for this administrative position will provide leadership, support, and coordination for curriculum, professional learning, and special projects planning.

Responsibilities include setting and maintaining standards/processes for K-12 literacy curricular programs including English language arts and Library Services. This position is directly responsible to the Assistant Superintendent, Curriculum and Instruction Division (CID), Academic Unit.

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## Essential Duties and Responsibilities

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

1. Provide leadership, supervision, and direction in all aspects of curriculum and professional learning.
2. Direct the planning and development of curriculum, instruction improvement programs, and special projects for K-12 Literacy.
3. Identify successful literacy intervention and remediation programs to increase student achievement. Assist schools with implementation of successful program practices.

4. Direct programs of assessment/research activities for professional learning related to curriculum expectations, instructional practices, methods, and materials.
  5. Provide input and support to the Assistant Superintendent regarding prioritization of professional learning needs, evaluation of literacy programs, and reviews of current research.
  6. Collaborate with the Grants Development and Administration (GDA) Department in seeking grant funding and oversee literacy grant projects.
  7. Direct and monitor the Clark County School District textbook adoption process.
  8. Serve as a liaison in intra-divisional meetings and projects.
  9. Oversee on-going support and staff professional learning with other departments relative to implementation of curricular and instructional issues.
  10. Direct, coordinate, supervise, and evaluate the work of assigned administrators, licensed teachers, and support professional personnel.
  11. Maintain articulation and alignment of programs for special needs students with District curriculum documents.
  12. Attend and monitor Clark County School District Board of Trustees, State Board of Education, and Academic Standards Council meetings for issues related to curriculum.
  13. Provide services to areas and schools according to site and area-specific instruction needs, methodologies, and resources.
  14. Perform other duties related to the position, as assigned.
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## **Position Expectations**

1. Effective communication, collaborative, and interpersonal skills.
  2. Effective skills in planning, organizing, and coordinating activities.
  3. Excellent verbal, written, and presentation skills.
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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 educational 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. 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 time of appointment, appropriate Nevada school 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 a valid Nevada school administrative endorsement.
2. A minimum of two (2) years' experience as a contracted administrator in an accredited K-12 public or private school or a minimum of two (2) years contracted administrative experience in a related position.
3. Successful performance in the position held at time of application.

## **Preferred Qualifications**

1. Ability to manage multiple projects and to meet deadlines.
2. Demonstrated experience in team leadership.
3. Ability to exercise diplomacy, sound judgment, leadership, problem solving, and accountability.
4. Strong curriculum background and experience with instructional planning and leadership at a school or District-level.
5. Ability to develop handbooks, catalogs, brochures, policies, regulations, procedures, and reports, as requested.
6. Knowledge of and experience with educational technologies.
7. Ability to work cooperatively with other departments within the District, with the Board of School Trustees, and with other agencies, both state and national.

**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: 11/28/22
- Created: 12/03/08