



Director II – Language Development Instructional Pathways

Position Details

Job Code: U7101

Reference Code: A485

Division/Unit: English Language Learner

Classification: Licensed Administrator

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

FLSA STATUS: EXEMPT

Position Summary

This position will serve as an instructional leader to provide professional development, curricular support, and guidance to Region and Central leadership teams, schools, and the community in support of English language learner (ELL) programs per Clark County School District (CCSD) policy 6165. Responsibilities include: developing instructional course materials, coaching for implementation of integrated language supports aligned to the Nevada Academic Content Standards (NVACS) and the Nevada English Language Development (NVELD) Standards; developing and delivering professional learning opportunities incorporating research-based best practices to increase student achievement; supervising and evaluating of licensed employees; and designing and implementing research-based best practices. This position additionally assists in meeting legislative requirements to monitor and improve opportunities for ELLs, including but not limited to Title III funding, school funding sources, and federal and state legislative policies. This position is responsible to the Assistant Superintendent, English Language Learner Department (ELLD), Academic Unit.

Essential Duties and Responsibilities

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

1. Provides supervision of central support coordinators who support Title III and state pupil-centered funding plan program, ELL programs and budgets.
2. Assists with the research of current language acquisition issues and best instructional practices.
3. Assists with the evaluation of instructional methods for ELLs.
4. Creates working relationships between the ELLD and other divisions/departments, schools, parents/guardians, and the community.
5. Facilitates the equitable distribution of resources and services to all schools regardless of location.
6. Oversees the provision of services to schools to allow ELLs to become successful.
7. Supervises the development of instructional courses, programs, and materials for ELLs in Pre-Kindergarten–Grades 12.
8. Plans, prepares, and conducts ELL professional learning opportunities for district leadership, principals, teachers, and parents/guardians.
9. Fulfills the compliance requirements and mandates of the Nevada Department of Education (NDE), Federal Department of Education (DOE), and the Office for Civil Rights (OCR) pertaining to the education of ELLs.
10. Collects data to support progress based on benchmarks for student success and evaluates program delivery models.
11. Prepares ELLD reports for federal, state, and local education agencies.
12. Negotiates with federal and state officials to ensure that the needs of CCSD are considered in the development of regulations and state directives.
13. Provides leadership to principals in order to meet and/or exceed the federal and state requirements.
14. Supervises and evaluates the performance of assigned staff.
15. Provides technical assistance to principals, teachers, and parents/guardians to improve the quality of education for ELLs.
16. Develops and implements a sustained and rigorous professional learning program that addresses the needs of CCSD staff.
17. Implements a web-based data reporting process that provides current information on ELL student status.
18. Coordinates program quality reviews and OCR audits to ensure compliance with state and federal mandates in all CCSD schools and provides support to schools to enhance program quality.

19. Facilitates the equitable distribution of resources and services to all schools regardless of location.
20. Facilitates ongoing partnerships and collaborations with local, national, and international organizations in the provision of resources that contribute to the success of ELLs.
21. Maintains data and records to provide reports to meet federal/state/CCSD/Area accountability requirements.
22. Serves as a liaison with other divisions/departments and communicates regularly to ensure maximum efficiency in the delivery of services to schools.
23. Participates in budget development to address division and department needs and goals.
24. Provides leadership in the development, implementation, and oversight of ELL programs and grants in alignment with CCSD goals.
25. Establishes and maintains relationships with administrators at elementary schools, middle schools, high schools, charter schools, colleges and universities, and state and federal agencies.
26. Facilitates the selection and supervision of stakeholder advisory groups for ELL program development and implementation.
27. As appropriate, serves as liaison to community groups and public agencies, and represents CCSD in matters related to ELL programming at the local, state, and national levels.
28. Interprets CCSD policy and procedures related to ELL programming for parents/guardians, teachers, administrators, and other interested groups.
29. Conducts site observations of new teachers and teachers in collaboration with the site administration to co-develop a plan for continuous improvement and provides personalized professional learning.
30. Gathers, evaluates, and disseminates research-based practices in standards, curriculum, instruction, and assessment to teachers, administrators, parents/guardians, and community members.
31. Collaborates with and assists the School Community Engagement Office with local ELL programs and activities.
32. Manages multiple projects and responsibilities simultaneously and prioritizes accordingly.
33. Develops, monitors, and evaluates project plans to ensure completion within the timeline and budget.
34. Gathers data, disaggregate, analyze, and evaluate the effectiveness of ELL instructional support, curriculum, and professional learning.
35. Assists schools with program design and implementation practices to positively impact ELL instruction.

36. Trains and supports administrators, teachers, and other school staff to align ELL instruction to NVACS for content areas, NVELD, and the Nevada Educator Performance Framework (NEPF).
 37. Provides professional learning opportunities to meet the needs of teachers within the professional growth system (PGS) and administrators outside of the contracted work hours on a regular basis, including weekends and evenings.
 38. Attends to written and verbal correspondences regarding ELL programming, grants, and supports.
 39. Collects, analyzes, and reviews data in order to revise, improve, and plan for future opportunities for professional learning for teachers and administrators.
 40. Collaborates with curriculum administrators to ensure program alignment.
 41. Facilitates and monitors appropriate student placements aligned to English language developmental needs, when necessary.
 42. Facilitates and monitors identification, placement, and reclassification of students who qualify for ELL services and supports.
 43. Performs other duties related to the position, as assigned.
-

Position Expectations

1. Knowledge of identification, evaluation, and instruction of second language students.
2. Advanced knowledge of personnel matters, school operations, budgets, and parent/guardian and community involvement.
3. Knowledge and understanding of federal, state, and district policies which pertain to ELLs.
4. Knowledge of Nevada Revised Statute (NRS) and Nevada Academic Code (NAC) as it relates to ELL supports and programming.
5. Knowledge of CCSD budgetary process.
6. Knowledge of Federal Education law such as the Family Educational Rights and Privacy Act (FERPA), the Individuals with Disabilities Education Act (IDEA), and Every Student Succeeds Act (ESSA).
7. Knowledge of legalities associated with personnel management and supervision.
8. Knowledge of project planning, management, and evaluation practices.
9. Knowledge and successful experience working with diverse adult and student populations.
10. Knowledge of best practices and current research on curriculum and educational issues along with meeting the needs of ELLs receiving special education services.
11. Knowledge of CCSD or school-level instructional planning and curricular design.

12. Knowledge of CCSD policies and regulations.
 13. Knowledge of national, state, and CCSD accountability initiatives related to student achievement (NEPF and NSPF).
 14. Knowledge of processes related to supervision and evaluation of support professional and licensed employees.
 15. Knowledge of negotiated contracts for all employee groups.
 16. Knowledge of CCSD organizational structure and related personnel.
 17. Demonstrated ability to work effectively with diverse communities, school and administrative personnel, parents/guardians, peers, and others.
 18. Effective utilization of technology with record keeping and data monitoring.
 19. High level of self-confidence, initiative, self-direction, and motivation.
 20. High-level skills in planning, organizing, and coordinating job-related tasks.
 21. Effective presentation skills.
 22. Strong interpersonal communication and negotiation skills, both verbal and written.
 23. Ability to work under pressure.
 24. Ability to demonstrate skills in diplomacy, judgment, leadership, problem solving, and accountability.
 25. Ability to analyze and apply data.
 26. Ability to lead, direct, and supervise assigned staff in a professional and sensitive matter.
 27. Ability to develop guidance documents, handbooks, catalogs, brochures, policies, regulations, procedures, and reports.
 28. Effective ability to provide instructional feedback in meeting the needs of ELLs.
-

Position Requirements

Education and Training

An earned master's degree from an accredited college or university.

Licenses and Certifications

1. Hold or be able to acquire, by time of appointment to the position, a Nevada administrative endorsement, as appropriate.
2. A valid driver's license that allows the applicant/employee to legally operate a motor vehicle in Nevada.

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 if applicable; 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 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.
3. Effective experience in team leadership, demonstrating diplomacy, judgment, problem-solving, and accountability.

Preferred Qualifications

1. English as a second language (ESL)/bilingual teaching experience.
2. Hold a Nevada English Language Acquisition and Development (ELAD) and/or bilingual endorsement.
3. Thorough knowledge of CCSD's English language development approach.
4. Training in Quality Teaching for English Learners (QTEL), Guided Language Acquisition Development (GLAD), Sheltered Instruction Observation Protocol (SIOP), Teaching English to Speakers of Other Languages (TESOL), or other framework in support of quality instruction for ELLs.

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

- Created: 07/09/24