

Associate Superintendent – Education Services Division

Position Details

Job Code: U7376

Reference Code: A754

Division: Education Services Division

Classification: Licensed Administrator

Terms of Employment: At-Will

FLSA STATUS: EXEMPT

Position Summary

This position is responsible for providing leadership in the development of instruction and related services for students who have needs outside of traditional, comprehensive academic environments. This position will provide direct supervision, leadership, guidance, and support to districtwide services such as Alternative Education Programs, Adult Education, Academic Centers, Correctional Education, Pupil Personnel Services, Secondary Student Athletics and Activities, and Distance Education. The position will serve as the Associate Superintendent, Education Services Division (ESD). This position is directly responsible to the Deputy Superintendent, Teaching and Learning.

Essential Duties and Responsibilities

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

1. Provides direct supervision, evaluation, organization, and operation of all programs, schools, and services within ESD.
2. Provides leadership in school-based alternative programming for students who have challenges on the comprehensive campuses. Establishes priorities, goals, and strategies for the development as well as delivery of instructional

- programs and services throughout the division.
3. Provides supervision, leadership, and direction to Clark County School District (CCSD) athletics and student activities departments and programs.
 4. Provides leadership districtwide for Kindergarten–Grade 12 (K–Grade 12) student support activities and programs, instructional initiatives, and professional learning.
 5. Responsible for meeting the goals of the focus areas and strategic areas of proficiency, academic growth, narrowing achievement gaps, preparing students for college and careers, identifying the value of programs and practices, reducing disproportionality, providing a safe and welcoming climate, and engaging stakeholders in school and CCSD related matters.
 6. Responsible for compliance with all applicable federal, state, and local laws regarding student expulsion, student discipline, due process, student placement, independent study, distance education, home schooling, adult education, implementation of the Family Educational Rights and Privacy Act (FERPA), and CCSD's athletics and student activities departments and programs.
 7. Provides direction in researching and implementing best practices in alternative education throughout CCSD.
 8. Ensures all students referred to ESD are assigned to an appropriate educational program.
 9. Interprets and communicates CCSD policies and requirements related to specialized instruction for students with disabilities in an alternative education setting, to parents/guardians, students, staff, and community.
 10. Develops appropriate expulsion due process procedures for students enrolled in alternative education schools/programs.
 11. Provides support, supervision, coaching, and mentoring to a portfolio of K–Grade 12 school principals.
 12. Serves as the liaison between school principals and the deputy superintendent or designee, advocating for the needs of schools, and ensuring compliance with requirements from the deputy superintendent or designee.
 13. Reviews and approves the plans of operation for schools, including all budgets, school performance plans, supplemental school performance plans, and ensures effective implementation thereof.
 14. Responsible for the performance of schools based upon CCSD and state accountability measures, student achievement and growth measures, and annual surveys of school stakeholders.
 15. Ensures that schools maintain a positive climate for learning that supports diversity for students, staff, and parents/guardians.

16. Responsible for the selection, assignment, performance, professional learning, supervision, evaluation, retention, and discipline of all staff.
 17. Develops and implements professional learning related to division curriculum and instructional standards and practices for administrators and teaching staff to meet CCSD's standards for student achievement.
 18. Represents the division at Clark County School District Board of Trustees meetings, Extended Leadership Team meetings, and evidentiary hearings.
 19. Presents quarterly reports to local government entities regarding the performance of schools, when necessary.
 20. Responsible for supporting the school principal's engagement with school stakeholders.
 21. Monitors and ensures the condition of the physical assets, including the neatness and cleanliness of the buildings and grounds; along with the safety, security, as well as state of maintenance and repair of the buildings, grounds, furnishings, and equipment.
 22. Provides school principals with support along with assistance to meet the requirements of the Nevada Educator Performance Framework (NEPF) and Teaching and Learning Expectations for Tier I Instruction.
 23. Provides support along with development to school principals in goal setting, observation and feedback, conferencing, monitoring, and identification, as well as collection of evidence.
 24. Responsible for the development and implementation of professional learning for school principals.
 25. Responsible for effective planning, oversight, and control of the expenditure of all allocated funds.
 26. Responsible for consistency in supervision of school principals.
 27. Performs other duties related to the position, as assigned.
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Position Expectations

1. Understands and is sensitive to the needs of various groups within the school and community, and to the needs of English language learners and students with an Individualized Education Program.
2. Actively promotes as well as maintains a relationship of mutual trust, confidence, and respect among all CCSD staff.
3. Possess a high degree of conflict management skills and ability to utilize effective problem-solving strategies.

4. Ability to work collaboratively and cooperatively with students, parents/guardians, school and administrative personnel, and representatives of community organizations or agencies.
 5. Maintains an understanding of the issues in CCSD and is responsible for information disseminated inside and outside CCSD.
 6. Promotes and behaves with integrity in relationships with colleagues, students, parents/guardians, the community, and when representing CCSD.
 7. Demonstrates a commitment to transparency and timeliness.
 8. Creates and sustains a focus on learning along with a culture of continuous improvement, including the effective use of multiple data sources.
 9. Aligns curriculum, as well as instruction with resources in a manner that is culturally responsive, strategic, and diverse.
 10. Demonstrates success in improving student achievement for all students.
 11. Demonstrates successful leadership experiences in professional learning, supervision, and evaluation.
 12. Demonstrates effectiveness in planning, scheduling, and allocating resources; reaching logical conclusions and making high-quality decisions using appropriate decision-making processes; and accepting responsibility for actions and consequences.
 13. Demonstrates success in exercising good judgment, insight, self-awareness, integrity, and cultural responsiveness when interacting with diverse employees, students, parents/guardians, and community members.
 14. Seeks and accepts constructive guidance from immediate supervisor, as well as from building-level administrators.
 15. Demonstrates the ability to communicate effectively with diverse audiences.
 16. Maintains confidentiality of sensitive information.
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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.
2. Employee/applicant must be able to provide their own transportation.

Experience

1. Have previously demonstrated three (3) years of successful licensed teaching experience in an accredited K–Grade 12 public or private school and currently hold or 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–Grade 12 public or private school; and, currently hold a valid Nevada school administrative endorsement.
2. Have previously demonstrated at least two (2) years of experience as a contracted school principal in an accredited K–Grade 12 public or private school or, at least five (5) years' recent successful district-level administrative experience as a contracted administrator in a public school district.
3. Have experience with school accountability in terms of data analysis leading to systemic school improvement planning.
4. Demonstrated experience providing leadership in the development of instruction and related services for students who have challenges in comprehensive academic environments.
5. Demonstrates successful performance in the position held at the time of application.

Preferred Qualifications

None specified.

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

- Revised: 06/25/25
- Created: 11/28/18