

# Director II, K-12 Science, Health, and Physical Education (PE)

## Position Details

Job Code: U7101

Reference Code: A322

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 instructional design, professional learning, and special projects planning in science, health, and PE. Responsibilities include the development, revision, and alignment of K–12 curriculum; development and implementation of professional learning programs; and coordination of 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 Board of Trustees-identified strategic imperatives for student achievement as well as the Clark County School District Focus Areas and Goals. This person 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. Leads prioritization of professional learning program needs, escalation of programs, and review of current research.

2. Directs and supports the curriculum development and textbook adoption process for K–12 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 science, health, and PE.
4. Oversees development of districtwide curriculum documents, handbooks, catalogs, brochures, policies, regulations, procedures, and reports.
5. Engages division heads, School Associate Superintendent's, 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 the District.
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 science, health (including sex education), and PE 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 the Human Resources Division (HRD) and School Associate Superintendents, and assist 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 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 Committees 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 the District to ensure effective and efficient use of resources.
  19. Performs other duties related to the position, as required/assigned.
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## **Position Expectations**

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

### **Education and Training**

An earned master's degree from an accredited college or university in curriculum and instruction, educational leadership, or a related field.

### **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. Demonstrated experience in team leadership.
2. Demonstrated at least three (3) years of successful licensed teaching experience in secondary science or teaching science with the use of Full Option Science System™ (FOSS) kits in elementary school.
3. Strong 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: 04/14/22
- Created: 12/02/08