

Director IV/Executive Director – Office of the Superintendent

Position Details

Job Code: U7103

Reference Code: A648

Division/Unit: Office of the Superintendent

Classification: Licensed Administrator

Terms of Employment: [Step 45 of the Unified Administrative Salary Schedule, 12 Months](#)

FLSA STATUS: EXEMPT

Position Summary

This position functions to serve as the Executive Director in the Office of the Superintendent. This position will guide productivity, streamline strategic initiatives, oversee program management, and facilitate operational support for schools districtwide. This position is directly responsible to the Superintendent of Schools, Clark County School District (CCSD).

Essential Duties and Responsibilities

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

1. Serves as a trusted advisor and thought partner to the Superintendent on key organizational priorities and decisions.
2. Coordinates and aligns cross-departmental initiatives to ensure strategic goals are achieved effectively.
3. Anticipates the Superintendent's needs and proactively manages issues, communications, and opportunities.
4. Supports the development, implementation, and tracking of the CCSD's strategic plan and performance metrics.

5. Leads and manages high-impact projects on behalf of the Superintendent, ensuring timely execution and stakeholder engagement.
6. Monitors the progress of priority initiatives and ensures follow-through on tasks delegated by the Superintendent.
7. Facilitates and manages executive-level meetings, including agenda development, documentation, and action tracking.
8. Represents the Superintendent in internal and external meetings when appropriate.
9. Acts as a liaison between the Superintendent's Office and senior leadership, departments, board members, and external stakeholders.
10. Ensures information flow, communication clarity, and accountability across all levels of the organization.
11. Prepares briefings, presentations, and reports for internal and external audiences.
12. Coordinates cross-functional teams to support the Superintendent's priority agenda and district-wide priorities.
13. Assists in preparing materials for school board meetings, work sessions, and retreats.
14. Tracks follow-ups and commitments related to governance matters and ensures timely responses.
15. Collaborates with legal, communications, and policy staff on board-related issues and CCSD compliance.
16. Supports the Superintendent's internal and external communications, speeches, and messaging.
17. Drafts, reviews, and edits communications to ensure alignment with CCSD vision and tone.
18. Coordinates crisis communication efforts and supports stakeholder engagement strategies.
19. Handles sensitive and confidential matters with the utmost discretion and integrity.
20. Provides executive-level support, including calendar management, prioritization of demands, and oversight of administrative needs.
21. Manages time and information flow to protect and optimize the Superintendent's availability and focus.
22. Performs other duties related to the position, as assigned.

Position Expectations

1. Proficiency with productivity tools (e.g., Microsoft Office Suite, Google Workspace, project management platforms).

2. Exceptional organizational, time management, and project management skills.
 3. Excellent written and verbal communication skills; experience drafting executive communications is a plus.
 4. Skilled in navigating complex systems and managing multiple priorities under pressure.
 5. Strong leadership and team coordination abilities, including influence without authority.
 6. High emotional intelligence, professionalism, and political acumen.
 7. Ability to manage confidential information with discretion and sound judgment.
-

Position Requirements

Education and Training

An earned master's degree from an accredited college or university in public administration, education, business, or related field.

Licenses and Certifications

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

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 three (3) years' experience as a contracted administrator in an accredited K-12 public or private school, or recent successful academic leadership experience as a contracted administrator. Leadership experience may include, but is not limited to school administration, CCSD administration, curriculum development, professional learning, program evaluation and improvement, instructional assessment and accountability, or educational technology.
3. Experience with school accountability in terms of data analysis to systemic school improvement planning.
4. Successful performance in the position held at the time of application.

Preferred Qualifications

An earned master's degree from an accredited college or university in public administration, education, business, or related field.

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, military status, 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: 04/25/25