

Director II, K–12 Special Education

Position Details

Job Code: U7101

Reference Code: A398

Division/Unit: Student Services

Classification: Licensed Administrator

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

FLSA STATUS: EXEMPT

Position Summary

This position will be responsible for providing educational and technical assistance to principals, teachers, parents/guardians, and appropriate administrators at schools within the assigned region. This position is directly responsible to the Director IV/Executive Director, Student Services Division (SSD).

Essential Duties and Responsibilities

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

1. Provides technical support to administrators and staff regarding the provision of instructional and related services for students with disabilities at schools within the assigned region.
2. Collaborates with the School Associate Superintendents and/or designee(s) to accomplish both Clark County School District and SSD goals.
3. Supervises and coordinates the work of instructional and related services coordinators.
4. Provides oversight for all special education related services within the assigned region.
5. Provides leadership to obtain, interpret, and report special education data for state and federal reports.

6. Serves as the contact for Section 504 and special education cases involved in the disputes.
 7. Provides oversight of special education and Section 504 monitoring activities.
 8. Assists with special education budget development and oversight.
 9. Serves on designated Individual Education Program (IEP) committees.
 10. Serves in a problem-solving capacity to school personnel and parents/guardians.
 11. Assists with the allocation of equipment and resources.
 12. Serves as a liaison, as appropriate, to community groups and public agencies.
 13. Performs other duties related to the position, as assigned.
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Position Expectations

1. Thorough working knowledge of the Individuals with Disabilities Education Act (IDEA) and Section 504 of the Rehabilitation Act of 1973.
 2. Thorough working knowledge of behavior management plan development.
 3. The ability to plan, organize, and coordinate the activities of others in a pleasant and efficient manner.
 4. Demonstrate a high level of self-confidence, initiative, self-direction, motivation, and problem-solving skills.
 5. Demonstrated ability to work with parents/guardians, peers, and others.
 6. Excellent verbal and written communication skills.
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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 the time of appointment to the position, the appropriate Nevada administrative endorsement, if applicable.
2. A valid driver's license or state-issued identification card.

Experience

1. Have previously demonstrated five (5) years of successful licensed special education teaching experience in an accredited K–12 public or private school; and, be able to acquire, by the time of appointment, appropriate Nevada school administrative endorsement; or, have previously demonstrated at least three (3) years of successful licensed special education teaching experience in an

accredited K–12 public or private school; and, currently hold a valid Nevada school administrative endorsement.

2. Two (2) years experience 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 administrative position.
3. Successful supervisory experience in a corresponding or related position including two (2) years successful supervisory experience in providing educational and technical assistance.

Preferred Qualifications

Recent experience working in special education.

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: 06/08/23
- Created: 10/24/08