

# Director III, Psychological Services

## Position Details

Job Code: U7102

Reference Code: A467

Division/Unit: Student Services

Classification: Licensed Administrator

Terms of Employment: [Range 44 of the Unified Administrative Salary Schedule, 12 Months](#)

FLSA STATUS: EXEMPT

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## Position Summary

This position is responsible for providing leadership to Clark County School District (CCSD) psychological staff. This position has oversight of psychological personnel and services and is responsible for coordinating with other CCSD departments, community, and governmental agencies. This position is directly responsible to the director, Related Services, Student Services Division (SSD).

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## Essential Duties and Responsibilities

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

1. Provides administrative support, assistance, and supervision to Psychological Services administrators and staff.
2. Provides administrative support and assistance to general education and special school site administrators, as necessary, to provide effective psychological services for CCSD students.
3. Engages in administrative collaboration, leadership, and assistance for various systems-level initiatives related to the CCSD Multi-Tiered System of Supports (MTSS) framework, including attending district-level planning meetings as

warranted.

4. Gathers, analyzes, and reports data that will ensure CCSD compliance with federal, state, and CCSD mandates.
  5. Coordinates with various CCSD departments, community agencies, and organizations, including, parent advocacy groups, government mental health agencies, Nevada Department of Education (NDE), and the media.
  6. Prepares and administers appropriate budgets for the Psychological Services department.
  7. Communicates and collaborates with local school graduate training programs, including general oversight for CCSD field placements for school psychology students.
  8. Assists the Human Resources Division with the identification and selection of personnel to provide psychological services to CCSD students.
  9. Develops, implements, and evaluates services designed to meet the mental health needs of CCSD students.
  10. Seeks and applies for grants designed to further the implementation of effective psychological services for CCSD students.
  11. Conducts regular staff meetings to ensure consistency of the provision of psychological services across the CCSD.
  12. Oversees recruitment, professional learning, equipment, and procedural guidance for Psychological Services administrators, CCSD psychologists, and support professional personnel.
  13. Assists Student Services with policy review and development related to special education law, regulations, and procedures, and assists all Psychological Services staff in keeping current on psychological services issues.
  14. Reviews parent/guardian requests for CCSD-funded independent educational evaluations, and represents SSD in formally responding to the parent/guardian requests, as warranted.
  15. Performs other duties related to the position, as assigned.
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## Position Expectations

1. Thorough working knowledge of federal, state, and local mandates including Individual with Disabilities Education Act Public Law 101-476, Section 504 of the Rehabilitation Act of 1973, Nevada Administrative Code, Family Education Rights and Privacy Act, Nevada Revised Statutes, and the Americans with Disabilities Act.
2. Thorough working knowledge of procedural compliance and statute interpretation.

3. Thorough working knowledge of the National Association of School Psychologists' Comprehensive Model for service delivery by school psychologists.
  4. Understanding and sensitivity to the needs of individuals with disabilities.
  5. Proficiency in computer programs such as Microsoft Word, Excel, Access, PowerPoint, Infinite Campus, etc.
  6. Proficiency in, and regularly model, effective leadership, communication, interpersonal collaboration skills, and social influence through effective communication and problem-solving.
  7. Demonstration of high-level self-confidence, initiative, self-direction, and problem-solving skills.
  8. Demonstration of mental and physical stamina commensurate with the responsibilities of the position.
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## **Position Requirements**

### **Education and Training**

An earned master's degree and/or educational specialist 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. Hold or be able to acquire, by time of appointment to the position, a K-12 School Psychologist endorsement issued by the Nevada Department of Education (NDE).
3. Applicant/employee must be able to provide their own transportation.

### **Experience**

1. Have previously demonstrated five (5) years of successful licensed school psychologist experience in an accredited K—12 public or private school, and be able to acquire, by time of appointment, appropriate Nevada administrative endorsement; or,  
Have previously demonstrated at least three (3) years of successful licensed school psychologist experience in an accredited K—12 public or private school, and currently hold a valid Nevada administrative endorsement.
2. Have previously at least two (2) years as a contracted administrator in an accredited K—12 public or private school, or including at least two (2) years of experience as a contracted administrator in a related position.

3. 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.**

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## **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: 06/05/25
- Created: 11/12/08