

Director IV, Health Services and School Support

Position Details

Job Code: U7103

Reference Code: A942

Division/Unit: Student Services

Classification: Licensed Administrator

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

FLSA STATUS: EXEMPT

Position Summary

This position functions as the responsible administrator providing direct leadership for services and technical support provided to Clark County School District (CCSD) schools and districtwide administration regarding federal, state, and local mandates and program implementation of health-related services and direct support to schools for employees and students. This leadership position is responsible for overseeing health services, developing care protocols, promoting the health and safety of all employees and students, and serves as a consultant to CCSD administrators and community agencies along with working to ensure compliance with the Individuals with Disabilities Education Act (IDEA) and Free Appropriate Public Education (FAPE) for all students. This position will also focus on improving achievement and social-emotional behavior for students with disabilities and will assist with extensive policy development, analysis, and interpretation. This position reports to the Chief of Health and Student Services, Student Services Division (SSD).

Essential Duties and Responsibilities

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

1. Provides leadership, direct support, and guidance districtwide for Health Services and support to schools.
2. Defines the school health program and objectives in keeping with state law, CCSD regulations, and ethical medical practices.
3. Provides professional learning on CCSD initiatives related to health services.
4. Provides professional learning on Section 504 Plans, along with Special Education laws and regulations.
5. Coordinates communicable disease-related tracking mechanisms with central office administrators.
6. Creates systems for data analysis, improving achievement and social/emotional and behavioral outcomes for students with disabilities.
7. Continuously monitors CCSD's preparedness activities, protocols, and responses to conditions and communicable diseases.
8. Assists with notification to parents/guardians regarding communicable disease issues that occur.
9. Serves as a resource and provides guidance to CCSD administrators regarding CCSD protocols, contact tracing, and communication, including effective implementation as needed for communicable diseases.
10. Serves as a liaison with the Health Services staff; Purchasing, Warehousing, Mail Service, and Graphic Arts (PWMG) Department; and the Facilities Services Unit (FSU) to ensure supplies, equipment, and materials are procured and distributed, as needed for any communicable disease outbreaks.
11. Assists as a CCSD liaison with the Southern Nevada Health District (SNHD), the Centers for Disease Control (CDC) and Prevention, and other public health agencies by facilitating conversations about CCSD's communicable disease response and plans.
12. Assists the SNHD with internal CCSD contact tracing and gathers preliminary information for positive screens and suspected cases of a communicable disease.
13. Coordinates infection control protocol, including cleaning and sanitizing procedures, with the CCSD FSU as prescribed by SNHD for any communicable disease.
14. Works with the Communications Unit to develop strategies of communication about CCSD's communicable disease response and protocols for internal and external CCSD stakeholders, including but not limited to employees, students, families, community members, and more.
15. Collaborates with CCSD Emergency Response personnel on any large-scale crisis response, including the use of the Employee Health Recreational Vehicle.

16. Oversees the CCSD Automated Electronic Defibrillator (AED) expansion, implementation, training, and oversight plans.
 17. Develops necessary communication for school-based personnel to ensure compliance with all CCSD, state, and federal school health protocols.
 18. Serves as CCSD's liaison to the local university personnel on Special Education projects, including attending university meetings, developing seminars/symposiums for professional learning, acting as a consultant on grant-funded projects, and conducting bi-weekly school visits to pilot schools.
 19. Collaborates with the Office of Compliance and Monitoring (OCM) department to ensure compliance with IDEA and FAPE.
 20. Collaborates with the OCM department to ensure compliance with Nevada Revised Statutes related to Aversive Interventions, Mechanical and Physical Restraints, and Section 504 Plans.
 21. Conducts Corrective Action Plan (CAP) sessions, as assigned, by OCM.
 22. Performs other duties related to the position, as assigned.
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Position Expectations

1. Knowledge of federal, state, and local mandates related to employee and student health.
2. Knowledge of CCSD's organizational structure and related personnel.
3. Possess strong interpersonal skills and the ability to communicate effectively, both verbally and in writing, with a wide range of individuals and constituencies.
4. Possess and have demonstrated organizational ability.
5. Ability to plan and develop protocols and supports for multiple situations for students and employees as it relates to Health Services and direct support to schools with a school-based lens.
6. Ability to effectively lead, direct, and manage a multitude of projects, tasks, and services simultaneously.
7. Ability to work in a fast-paced environment amid constant challenges and often competing interests.
8. Ability to develop, implement, and interpret division and department policies and procedures.
9. Ability to work with diverse groups and gain the cooperation of people.
10. Ability to maintain focus on how decisions and processes will support the health and safety of all employees and students.
11. Ability to anticipate and sometimes create changing conditions and to effectively lead others in evolving and adapting to change.

12. Ability to adeptly recognize when to act as the responsible authority versus when to seek direction or authority from a superior.
 13. Ability to exemplify integrity, candor, and high ethical conduct.
 14. Ability to maintain poise, professional demeanor, and perspective.
 15. Ability to direct the management activities associated with the program.
 16. Ability to continually lead critical analyses of current practices with a focus on results.
 17. Ability to recognize and promote the professional potential in others.
 18. Possess the physical, mental, and emotional stamina commensurate with the responsibilities and expectations of the position.
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Position Requirements

Education and Training

An earned master's degree from an accredited college or university in educational leadership.

Licenses and Certifications

1. Hold or be able to acquire, by time of appointment to the position, a Nevada administrative endorsement, as appropriate.
2. Applicant/employee must be able to provide their own transportation.

Experience

1. Have previously demonstrated at least five (5) years of successful licensed teaching experience in an accredited K-12 public or private school; and, be able to acquire, by the time of appointment to the position, a Nevada school administrative endorsement; or,
Have previously demonstrated at least three (3) years of successful licensed teaching experience 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 of experience as a contracted administrator in an accredited K-12 public or private school; or,
A minimum of three (3) years of contracted administrative experience in a related position.
3. Successful performance in the position held at the time of application.

Preferred Qualifications

Experience as an elementary and/or secondary assistant principal or principal.

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: 04/21/25
- Created: 08/30/21