

**CLARK COUNTY SCHOOL DISTRICT**  
**Human Resources Division**

**DIRECTOR II – SPECIAL EDUCATION PROGRAMS AND PROJECTS**

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Reference Code: A340

Division: Student Support Services

Classification: Licensed Administrator

Terms of Employment: Range 43 of the Unified Administrative Salary Schedule, 12 Months

FLSA STATUS: EXEMPT

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**POSITION SUMMARY:** This position is responsible to provide oversight for the Clark County School District's special education programs. This position is directly responsible to the Executive Director (Director IV), Instructional Support and Programs.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

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

1. Provide leadership, supervision, and direction to staff assigned to support the special education programs.
2. Ensure access to equitable service delivery at all locations.
3. Oversee the provision of prevention and interaction services to allow students with disabilities to become successful in general education.
4. Provide leadership in determining best practice instructional models for students with disabilities.
5. Ensure the receipt of all services required, pursuant to the Individual Education Program (IEP).
6. Plan and implement continuing professional development opportunities for teachers, parents, and administrators.
7. Prepare and administer a budget to address student needs in cooperation with the coordinator of Resource Management.
8. Work cooperatively with the Compliance and Monitoring office regarding compliance issues and provide necessary support to remedy the non-compliance.
9. Design and implement effective special education service delivery models.
10. Collect data to support progress based on benchmarks for student success and evaluate program delivery models.
11. Perform other duties related to the position, as assigned.

**POSITION EXPECTATIONS:**

1. Ability to communicate clearly, both orally and in written format.
2. Ability to work cooperatively with principals, staff, parents, and other administrators.
3. Ability to work with parents and advocates to ensure appropriate service delivery for students with disabilities.
4. Understanding and sensitivity to the needs of cultural and ethnic groups and individuals with disabilities.
5. Demonstrate high level of self-confidence, initiative, self-direction, and problem-solving skills.

**POSITION REQUIREMENTS:**

Education and Training:

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

Licenses and Certifications:

1. Must possess or be able to acquire a Nevada school administrative endorsement.
2. A valid driver's license that allows the applicant/employee to legally operate a motor vehicle in Nevada.

Experience:

1. Previously demonstrated at least five (5) years of successful licensed teaching/student services experience including at least two (2) years as a contracted administrator in an accredited K-12 public or private school or two (2) years contracted administrative experience in a related position.
2. Working knowledge of Individuals with Disabilities Education Act. (IDEA).
3. Knowledge of systemic issues related to the coordination of district-wide resources.

Preferred Qualifications:

1. Successful experience as building administrator.
2. Varied experience with increasing responsibility for administration of special education and District programs.
3. Experience as a special education teacher.

When applying for an administrative position, candidates must meet the minimum qualifications as listed on the appropriate position vacancy announcement.

#### **Equal Employment Opportunity – Affirmative Action**

The Clark County School District is an equal opportunity employer and will not knowingly discriminate in any area of employment. Those include discriminatory recruiting and hiring practices against any United States citizen or legal alien on the basis of race, color, creed, religion, sex, age, marital status, national or ethnic origin, or disability and shall extend to working conditions, training, promotion, and terms and conditions of employment.