

Director II, Office of the Deputy Superintendent

Position Details

Job Code: U7101

Reference Code: A640

Division/Unit: Teaching and Learning

Classification: Licensed Administrator

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

FLSA STATUS: EXEMPT

Position Summary

This position functions to support the Office of the Deputy Superintendent in alignment with the work of the Teaching and Learning Unit. This position is responsible for coordinating results-driven work used to identify the return on investment of Unit systems, structures, and processes. This position also provides support, services, and guidance for the following areas within the Teaching and Learning Unit, including the Academic Unit; the College, Career, Equity, and School Choice Unit (CCESCU); the Assessment, Accountability, Research, and School Improvement Division (AARSI); Region 1; Region 2; and Region 3. This position is directly responsible to the Deputy Superintendent, Teaching and Learning Unit.

Essential Duties and Responsibilities

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

1. Provides direct support for the Teaching and Learning Unit in alignment with instructional leadership, including the development and implementation of teaching and learning processes, such as data-driven instruction and

- assessment; purposeful planning; professional learning; instructional observation and feedback; and positive, learning-focused student and staff culture.
2. Facilitates the development of tools and resources to ensure consistent implementation of the Nevada Educator Performance Framework (NEPF).
 3. Develops systems and structures to implement districtwide teaching and learning initiatives.
 4. Manages and directs various plans, data collection, and documentation for programs and initiatives.
 5. Develops Unit reports, publications, and Clark County School District forms, as needed.
 6. Serves as the Unit's liaison to various governing boards and community-based organizations, as appropriate.
 7. Collaborates with District departments/divisions/units and supervises consistent implementation of various processes.
 8. Analyzes and tracks student academic trends to be utilized for the District's strategic plan.
 9. Maintains a systematic organizational process that involves addressing customer service needs.
 10. Manages fiscal areas of responsibility.
 11. Supervises and evaluates assigned staff and assists with Unit management functions as assigned by the Deputy Superintendent.
 12. Facilitates and conducts regular meetings.
 13. Updates handbooks and processes to ensure compliance with District policies and regulations and state laws.
 14. Initiates the development, revision, and implementation of various calendars and schedules.
 15. Actively promotes community and parent/guardian awareness of initiatives and opportunities for input for students and parents/guardians in support of the District's strategic plan, goals, and objectives.
 16. Partners with divisions and departments to further meet the needs of schools and to ensure that necessary support and services are provided.
 17. Develops responses pertaining to various monitoring reports and ensures collaboration with other Units, as needed.
 18. Serves as the Unit liaison between regions, schools, and divisions/departments.
 19. Performs other duties related to the position, as assigned.
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Position Expectations

1. Knowledge of general education curriculum.

2. Knowledge of curriculum modification for students with disabilities.
 3. Thorough working knowledge of applicable federal, state, and local mandates.
 4. Basic knowledge and understanding of federal and state education-related laws and regulations, along with District policies, regulations, and negotiated agreements.
 5. Highly effective computer skills, including mastery in word processing, PowerPoint, and Excel.
 6. Highly effective oral and written communication skills.
 7. Ability to work cooperatively and effectively with colleagues; parents/guardians; school and administrative personnel; and representatives of the community, state, and federal organizations or agencies.
 8. Excellent organizational skills.
 9. Excellent communication skills, including the ability to communicate effectively with parents/guardians and District staff.
 10. Understanding and sensitivity to the needs of cultural and ethnic groups and individuals with disabilities.
 11. Demonstration of mental and physical stamina commensurate with the responsibility of the position.
 12. Demonstration of high level of self-confidence, initiative, self-direction, and problem-solving skills.
 13. Must be customer oriented, organized, and a self-starter, including the ability to prioritize work and handle multiple tasks simultaneously; set goals and meet deadlines; ability to take initiative; able to speak in front of large and small groups; analytical, reasoning, and problem-solving skills; and ability to maintain accurate and detailed records.
 14. Ability to work independently, with little direct supervision, as well as work as part of a team; meet deadlines; and deal with difficult individuals while maintaining composure.
 15. Strong interpersonal skills and the ability to effectively communicate with a wide range of individuals and constituencies in a diverse community.
 16. Ability to work cooperatively with administrators, licensed personnel, and support professionals in schools and divisions/departments in the District and with representatives of community organizations or agencies.
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Position Requirements

Education and Training

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

Licenses and Certifications

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

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 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. Two (2) years of experience as a contracted administrator in an accredited K-12 public or private school or two (2) years of experience as a contracted administrator in a related position.
3. Experience and expertise in professional learning for staff, data-driven decision-making, data analysis, and program evaluation.
4. Excellent public-relations skills and experience working cooperatively with representatives of the community.
5. Demonstrated experience in creating and/or administering programs in alignment with Board policies, budget constraints, and established personnel practices.
6. Experience in writing policies, regulations, and procedures.
7. Basic knowledge of and experience in communications, customer service, or a related field.
8. Knowledge of and experience in staffing open positions.
9. Successful performance in the position held at the time of application.

Preferred Qualifications

1. Successful experience as an elementary or secondary school administrator.
2. Successful experience in leadership roles related to curriculum instruction and staff development.
3. Experience with analyzing and interpreting data and providing statistical analysis assistance.
4. Experience with project planning.

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: 04/13/22
- Created: 11/18/13