

# Chief of Teaching and Learning Initiatives

## Position Details

Job Code: U7384

Reference Code: A650

Division/Unit: Teaching and Learning

Classification: Licensed Administrator

Terms of Employment: At-Will

FLSA STATUS: EXEMPT

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## Position Summary

The position is responsible for providing leadership to School Associate Superintendents (SAS), Region Superintendents, and the Chief of Health and Student Services. Requires knowledge of teaching and learning processes, special education, gifted and talented education (GATE), early childhood education, Section 504 Plan Accommodations, health services, school finance, budget development, and implementation. Ability to work and communicate effectively with people to focus human and financial resources toward the achievement of the Clark County School District (CCSD) goals. This position is directly responsible to the Deputy Superintendent, Teaching and Learning.

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## Essential Duties and Responsibilities

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

1. Develops effective leadership skills with SAS, Region Superintendents, and the Chief of Health and Student Services.
2. Conducts policy analysis and development and recommendations for updates to processes, structures, and professional learning related to special education, GATE, early childhood education, and health services.

3. Works with other Teaching and Learning administrators to facilitate the integration of effective instructional and behavioral practices into all classrooms.
4. Identifies and develops proposals to increase operational and fiscal efficiency within special education, GATE, early childhood education, and health services
5. Assists in the evaluation of SAS, Region Superintendents, and the Chief of Health and Student Services principals in meeting CCSD goals.
6. Develops procedures and processes to ensure that timely and accurate information is obtained and maintained.
7. Keeps the Deputy Superintendent of Teaching and Learning informed of needs, critical issues, and incidents of which the Clark County School District Board of Trustees and Superintendent of Schools should be made aware.
8. Remains current on educational trends and best practices relevant to assigned areas of responsibility.
9. Responsible for meeting the goals of the focus and strategic areas of proficiency, academic growth, narrowing achievement gaps, preparing students for college and careers, identifying the value of programs and practices, reducing disproportionality, providing a safe and welcoming climate, and engaging stakeholders in school and CCSD-related matters.
10. Ensures compliance with all applicable federal, state, and local laws.
11. Serves as the liaison between school principals, SAS, Region Superintendents, the Chief of Health and Student Services, and the Deputy Superintendent of Teaching and Learning or designee; advocating for the needs of schools; and ensuring compliance with requirements from the Deputy Superintendent of Teaching and Learning or designee.
12. Supports SAS, Region Superintendents, and the Chief of Health and Student Services with maintaining a positive climate for learning that supports all students, staff, and parents/guardians.
13. Provides SAS, Region Superintendents, and the Chief of Health and Student Services with support and assistance to meet the requirements of the Nevada Educator Performance Framework (NEPF) and Teaching and Learning Expectations for Tier I Instruction.
14. Provides SAS, Region Superintendents, and the Chief of Health and Student Services in working with school principals in goal setting, observation and feedback, conferencing, and identification, as well as collection of evidence.
15. Provides support to the Chief of Health and Student Services to collaborate with the Nevada Department of Education (NDE) on various matters that impact students with disabilities and Medicaid concerns.

16. Provides support to the Chief of Health and Student Services to ensure effective planning, oversight, and control of the expenditure of all allocated funds (CCSD, Medicaid, and Grant Funding).
  17. Provides support to the Chief of Health and Student Services to oversee and review violations regarding physical, mechanical, and aversive restraints for CCSD and communicates corrective actions with NDE.
  18. Provides support to the Chief of Health and Student Services to oversee and review mediations, due process, and state complaints for students with disabilities.
  19. Supports the Chief of Health and Student Services to ensure students receiving special education services are provided a free appropriate public education.
  20. Performs other duties related to the position, as assigned.
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## **Position Expectations**

1. Maintains an understanding of the issues in CCSD and is responsible for information disseminated inside and outside CCSD.
2. Actively promotes and maintains a relationship of mutual trust, confidence, and respect among all CCSD staff.
3. Seeks and accepts constructive guidance from immediate supervisor, as well as from building-level administrators.
4. Promotes and behaves with integrity in relationships with colleagues, students, parents/guardians, the community, and when representing CCSD.
5. Creates and sustains a focus on learning along with a culture of continuous improvement, including the effective use of multiple data sources.
6. Aligns curriculum and instruction with resources in a manner that is responsive and strategic.
7. Demonstrates a commitment to transparency and timeliness.
8. Demonstrates success in improving student achievement for all students.
9. Demonstrates successful leadership experiences in professional learning, supervision, and evaluation.
10. Demonstrates effectiveness in planning, scheduling, and allocating resources; reaching logical conclusions and making high-quality decisions using appropriate decision-making processes; and accepting responsibility for actions and consequences.
11. Demonstrates success in exercising good judgment, insight, self-awareness, integrity, and responsiveness when interacting with employees, students, parents/guardians, and community members.
12. Demonstrates the ability to communicate effectively with various audiences.

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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.
2. Employee/applicant must be able to provide their own transportation.

### Experience

1. Have previously demonstrated at least three (3) years of successful licensed teaching experience.
2. Have previously demonstrated at least five (5) years of experience as a contracted school principal in an accredited Kindergarten–Grade 12 public or private school; or,  
At least five (5) years recent successful district-level leadership experience\* as a contracted administrator in a large (minimum of 30,000 students) urban public school district.
3. Have experience with school accountability in terms of data analysis leading to systemic school improvement planning.
4. Have present or previous experience with research targeting student achievement in diverse educational settings.
5. Successful performance in the position held at the time of application.

\*Leadership experience may include, but is not limited to: school administration, curriculum development, professional learning, program evaluation and improvement, instructional assessment and accountability, and educational technology.

### 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**

- Created: 7/1/25