

Director I – System Accreditation

Position Details

Job Code: U7100

Reference Code: A746

Division/Unit: Assessment, Accountability, Research, and School Improvement

Classification: Licensed Administrator

Terms of Employment: [Step 42 of the Unified Administrative Salary Schedule, 12 Months](#)

FLSA STATUS: EXEMPT

Position Summary

This position functions to provide oversight and critical assistance for the Assessment, Accountability, Research, and School Improvement (AARSI) Division and the Clark County School District (CCSD) with the processes in obtaining and maintaining system accreditation. This position serves to provide technical assistance, support, and professional learning to regions, schools, departments, divisions, and executive cabinet members related to the system accreditation requirements and processes. The person selected for this position is directly responsible to the Assistant Superintendent, AARSI, Academic Unit.

Essential Duties and Responsibilities

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

1. Directs the coordination of the system accreditation process compliance with Nevada Revised Statutes (NRS), CCSD Policies and Regulations, and accreditation requirements.
2. Develops and provides professional learning related to the system accreditation process.
3. Develops and provides systems, structures, and protocols for the continuous engagement in the system accreditation process, including, but not limited to the creation of a steering committee and diverse workgroups aligned to the

- characteristics and standards of system accreditation.
4. Develops and provides professional learning for the District adopted tools utilized in the system accreditation process, including, but not limited to stakeholder surveys, learner environment data collection and analysis, and learner outcomes such as achievement, attendance, advanced coursework, and behavior.
 5. Plans, coordinates, and directs operational support for District staff in the system accreditation process.
 6. Provides guidance related to the coordination of the system accreditation process with District strategic planning, District Performance Plan, and School Performance Plan.
 7. Communicates relevant progress and information to District leadership.
 8. Serves as the District's point of contact with the system accreditation agency.
 9. Develops and provides progress monitoring systems and accountability measures related to system accreditation.
 10. Partners with various District divisions and departments in the system accreditation process.
 11. Develops and manages budgets, expenditures, and related financial activities to ensure allocations are accurate, revenues are recorded, expenses are within budget limits, and fiscal practices are followed.
 12. Directs and prepares different reports and presentations on system accreditation designed for various diverse audiences, including parents/guardians, the media, business leaders, other school districts, and the community.
 13. Supervises and evaluates the performance of assigned staff.
 14. Performs other duties related to the position, as assigned.
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Position Expectations

1. Working knowledge of the system accreditation process.
2. Working knowledge of the continuous improvement process.
3. Knowledge and understanding of strategic and organizational management in order to complete the cycles within system accreditation.
4. Effective skills and experience with planning, organizing, and coordinating activities with milestones and progress monitoring.
5. Ability to present to a variety of audience sizes and modalities, maintaining participant engagement.
6. Knowledge of assessment, curriculum, and instruction in order to support their alignment.
7. Ability to develop and conduct professional learning aligned to the Nevada Standards for Professional Learning.
8. Demonstrated ability to work effectively and collaboratively with various levels of the District organization including school and administrative personnel, peers,

- community representatives, division and department heads, and executives.
9. Ability to work collaboratively and cooperatively with students, parents/guardians, school and administrative personnel, and representatives of community organizations or agencies.
 10. Experience with working effectively under pressure and meeting deadlines, including utilizing systems for project management.
 11. Ability to communicate technical information effectively to non-technical audiences and to illustrate project goals and progress to other departments/divisions, and agencies outside the District.
 12. Ability to communicate clearly both orally and in writing; possess excellent verbal, written, and presentation skills.
 13. Possess personal characteristics, including but not limited to: poise, judgment, perspective, integrity, flexibility, sound judgment, and professionalism.
 14. Possess a high degree of skill in conflict management, collaboration, and problem solving.
 15. Possess effective skills in planning, organizing, and coordinating activities.
 16. Demonstrate diplomacy, judgment, leadership, and accountability.
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Position Requirements

Education and Training

An earned master's degree from an accredited college or university with an emphasis in educational leadership, educational research, curriculum improvement, or related field.

Licenses and Certifications

1. Hold or be able to acquire, by time of appointment to the position, a Nevada administrative endorsement, as appropriate.
2. A valid driver's license that allows the applicant/employee to legally operate a motor vehicle in Nevada.

Experience

1. Have previously demonstrated 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, appropriate Nevada school administrative endorsement, if applicable or have previously demonstrated at least three (3) years of successful licensed teaching 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 an administrator in an accredited K–12 public or private school or a minimum of three (3) years administrative experience in a related position.

3. Experience designing and leading professional learning.
4. Experience and expertise in public speaking and conducting large group presentations.
5. Experience in project management, including planning and progress monitoring.
6. Successful performance in the position held at the time of application.

Preferred Qualifications

1. Experience as a secondary school administrator.
2. Experience working with state and/or District-level educational leadership entities in negotiating accountability requirements.

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: 02/23/23
- Created: 02/23/23