

# Assistant Superintendent/School Associate Superintendent – English Language Learner Division

## Position Details

Job Code: U7382

Reference Code: A985

Division: Academic Unit

Classification: Licensed Administrator

Terms of Employment: At-Will, Equivalent to [Step 47 of the Unified Administrative Salary Schedule, 12 Months](#)

FLSA STATUS: EXEMPT

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## Position Summary

This position serves as the responsible administrator for providing leadership, supervision, guidance, and support for the English Language Learner (ELL) Program. This position will provide leadership for the development of a Clark County School District (CCSD) vision and strategy with extensive curriculum and professional learning, policy development and analysis, policy interpretation, and coordination of CCSD instructional programs. This position is directly responsible to the Chief Academic Officer, Academic Unit.

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## Essential Duties and Responsibilities

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

1. Provides direct supervision, evaluation, organization, and operation of programs, schools, and services.
2. Provides districtwide leadership for K-12 instructional, curricular, and professional learning initiatives.
3. Oversees data collection and analysis for planning, including the use of technology

- systems; provides programming for student achievement.
4. Facilitates the design and implementation of a strategic five (5)-year plan for the ELL Program.
  5. Conducts policy analysis and policy development related to ELL students and ELL curriculum and instruction.
  6. Implements a comprehensive program for increasing language acquisition and overall student achievement for all second language students including CCSD's vision of exceptional instruction throughout the ELL Department.
  7. Establishes ongoing priorities, goals, and strategies for the development of curriculum and the delivery of ELL instruction throughout CCSD.
  8. Provides direction in researching and implementing research-based best practices for ELL student success.
  9. Establishes and maintains collaboration with other agencies that provide social and educational services to ELL students and their families.
  10. Develops and implements activities with higher education officials to expand and maintain programs related to ELL instruction and students.
  11. Works with other CCSD administrators to facilitate the integration of effective ELL instructional practices into all classrooms.
  12. Implements a professional learning plan to provide culturally responsive instruction to all students.
  13. Develops and reviews department policies and procedures.
  14. Maintains compliance with federal, state, and CCSD policies and regulations.
  15. Understands and applies federal and state legislation and CCSD policies related to academic content and achievement standards as they apply to all students.
  16. Understands state and federal laws, regulations, and interpretation regarding Title III program implementation for ELL students.
  17. Directs supervision and evaluation of programs and staff.
  18. Interacts with CCSD and region administration, schools, parents/guardians, and community-based agencies, as appropriate, to meet the needs of ELL students.
  19. Oversees the CCSD budget assigned to the department, including developing and monitoring assigned budgets.
  20. Represents CCSD at local, state, and national meetings.
  21. Establishes relationships and represent the Superintendent through outreach activities with the community.
  22. Implements current national research on curriculum and professional learning topics and issues.
  23. Performs other duties related to the position, as assigned.
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## Position Expectations

1. Demonstrates success in improving student achievement for all students.
2. Demonstrates an understanding of the change process and its relationship to current trends in education at the position's grade level.
3. Demonstrates success in philosophy, curriculum, and instruction at the position's grade level, including an understanding of a culturally-responsive instructional process and a variety of instructional techniques, as well as a commitment to the improvement of instructional programs.
4. Demonstrates success in leading the improvement of student learning, as evidenced by the improvement of school-based and/or CCSD-based data points.
5. Demonstrates successful and culturally-responsive leadership experiences in staff leadership, supervision, and evaluation, and demonstrated ability to work effectively with teachers to improve instruction.
6. Demonstrates the ability and desire to establish positive relationships with persons regardless of race, gender, physical limitation, sexual orientation, or religious belief, with an active commitment to equal opportunity for all students and staff.
7. Demonstrates the ability to foster an environment that focuses on quality results while motivating, developing, and supporting a diverse staff, encouraging continuous improvement, and working effectively as a member of a diverse team.
8. Possesses a sense of vision and projects that sense, involves others in accomplishing goals and solving problems, and interacts with diverse groups successfully.
9. 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.
10. Demonstrates effectiveness in using computer technologies to enhance instruction and to manage building functions.
11. Demonstrates success in exercising good judgment, insight, self-awareness, integrity, and cultural responsiveness when interacting with diverse employees, students, and patrons.
12. Demonstrates commitment and ability to continue one's own lifelong learning, to develop talent and leadership skills in others, to provide critical feedback, and to receive critical feedback in order to maintain high standards for one's self and one's school.
13. Demonstrates the ability to communicate effectively in both written and verbal form with the ability to make clear, persuasive presentations to diverse groups.
14. Demonstrates success incorporating culturally-competent strategies and utilizing culturally-responsive communication and engagement strategies with all members of the school community.
15. Demonstrates effectiveness representing the school in the community through business partnerships and activities.

16. Ability to recognize and report hazards and to apply safe work methods.

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## Position Requirements

### Education and Training

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

### Licenses and Certifications

Must possess or be able to acquire, by time of appointment to the position, a Nevada administrative endorsement, as appropriate.

### 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; 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. Have complete at least four (4) years of experience as a contracted administrator in an accredited K–12 public or private school district or comparable experience in a higher education or research institution.
3. Demonstrated successful experience in strategic planning and with marketing processes.
4. Successful performance in the position held at time of application.

### 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, 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: 11/21/23
- Created: 11/16/12