



Director II, Education Services

Position Details

Job Code: U7101

Reference Code: A012

Division/Unit: Education Services

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 direct, manage, and provide oversight for behavior concerns within the Clark County School District (CCSD). This position is directly responsible to the School Associate Superintendent, Education Services Division (ESD), Teaching and Learning Unit.

Essential Duties and Responsibilities

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

1. Provides appropriate due process procedures for schools, students, and parents/guardians as the exclusive hearing officer for the assigned region.
2. Assists with the placement of students referred for long-term discipline into appropriate educational programs.
3. Provides assistance and support to administrators and staff providing instruction and related services for students attending ESD schools/programs.
4. Makes recommendations to ESD administrators regarding student discipline issues.
5. Provides support and professional learning to site administrators with behavior management and goals.

6. Utilizes data in an appropriate manner to monitor improvement and accountability efforts, to guide site-based teams in the use of data to implement, and to monitor school improvement in regards to discipline statistics.
7. Provides pertinent information, reports progress and needs, and recommends necessary actions concerning services to the School Associate Superintendent.
8. Provides leadership to and monitors appropriations and use of the Heightening Opportunities and Providing Enhanced Education (HOPE2) funds.
9. Provides support and professional learning to site administrators and staff with effective use of HOPE2 funds.
10. Creates management system for HOPE2 fund application, distribution, and evaluation.
11. Provides instructional leadership to principals and other school administrators in creating, implementing, and monitoring of alternative programs to positively impact disproportionality and reduce out-of-school consequences.
12. Directs the organization and operation of all department programs and services with responsibility for continuous planning and improvement relative to efficiency and effectiveness of such services and programs.
13. Implements a performance management system at selected schools, including performance check-in systems.
14. Collects and utilizes data appropriately to assist sites in progress monitoring and mid-course corrections, in addition to implementing and monitoring funding goals and outcomes.
15. Works with ESD to collect, use, and disseminate discipline data.
16. Works with Equity and Diversity Education (EDE) Department to align appropriate professional learning resources and opportunities to schools with a demonstrated need.
17. Creates management systems to gather, display, and share data in a useful format and in a timely manner.
18. Reports school-site discipline data, progress-monitoring reports, and recommended modifications to the Education Services Division for feedback, follow-up, and supervision.
19. Provides pertinent information, reports progress and needs, and recommends necessary actions concerning services to the School Associate Superintendent.
20. Prepares and provides professional learning programs for assistant principals, student success coordinators, counselors, and support professionals, as needed.
21. Interprets Clark County School District (CCSD) regulations, policies, K-12 Student Code of Conduct, and Nevada Revised Statutes (NRS) for CCSD personnel, students, parents/guardians, and agencies; or refers inquiries to appropriate entities, as necessary.

22. Interprets and enforces the Family Educational Rights and Privacy Act (FERPA).
 23. Responsible for governmental affairs, relative to student concerns, as identified by the Nevada State Legislature, the Nevada Department of Education (NDE), Clark County Juvenile Justice Services, Clark County Family and Youth Services; Nevada State Welfare, Nevada Department of Corrections (NDOC), local law enforcement agencies, and other local government agencies.
 24. Participates in public relations endeavors relative to disproportionality and school discipline upon request of the CCSD, community stakeholders, and the various public information media entities.
 25. Prepares required reports and provides them to the Clark County School District Board of School Trustees, the NDE, and CCSD leadership.
 26. Assists in implementing all parts of the strategic plan approved by the Board of School Trustees.
 27. Serves in a problem-solving capacity to school personnel and parents/guardians.
 28. Assists division leadership with special projects.
 29. Perform other duties related to the position, as assigned.
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Position Expectations

1. Knowledge of application of all policies and procedures related to CCSD regulations for alternative education and expulsion procedures.
2. Knowledge of NRS and Nevada Administrative Code (NAC) pertinent to alternative education and discipline of students.
3. Knowledge of the Superintendent's Educational Opportunities Advisory Committee (SEAO) recommendations.
4. Knowledge of the CCSD's HOPE2 Initiative.
5. Knowledge of K-12 and adult at-risk programs and professional learning for schools of at-risk students.
6. Knowledge of alternative solutions to out-of-school consequences.
7. Knowledge of CCSD budget procedures.
8. Working knowledge of the CCSD's Student Information System (SIS), Infinite Campus.
9. Ability to act as the division representative in due process hearings.
10. Ability to act as the division representative in allocating and monitoring HOPE2 funds.
11. Ability to represent the CCSD with community stakeholder groups.
12. Ability to work cooperatively with secondary school administration and staff.
13. Ability to utilize and promote use of participatory management techniques.

14. Evidence of educational leadership, including the ability to promote and provide opportunities for success, recognition, development, and leadership among students, staff, and colleagues.
 15. Understanding and sensitivity to the needs of various cultural and ethnic groups in the community.
 16. Ability to communicate clearly both verbally and in writing.
 17. Ability to work cooperatively with other departments within the CCSD, the Board, and with other agencies, both state and national.
 18. Willingness to work flexible hours.
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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 time of appointment to the position, a Nevada administrative endorsement, if applicable.
2. A valid driver's license or state-issued identification card.

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,
2. 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.
3. Two (2) years as a contracted administrator in an accredited K-12 public or private school or two (2) years' experience as a contracted administrator in a related position.
4. Experience with data collection, presentation, and use.

Preferred Qualifications

None specified.

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, 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: 12/19/24
- Created: 11/05/20