

# Director III, Instructional Support and Student Activities

## Position Details

Job Code: U7102

Reference Code: A058

Division/Unit: College, Career, Equity, and School Choice

Classification: Licensed Administrator

Terms of Employment: [Step 44 of the Unified Administrative Salary Schedule, 12 Months](#)

FLSA STATUS: EXEMPT

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## Position Summary

This position functions to provide leadership and direction for the Clark County School District's athletics and student activities departments and programs. This position will assist with extensive development of instructional support activities and services and with policy development and interpretation. This position is directly responsible to the Chief College, Career, Equity, and School Choice (CCESCU) Officer, CCESCU.

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## Essential Duties and Responsibilities

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

1. Provide supervision, leadership and direction to the District's athletics and student activities departments and programs.
2. Provide leadership districtwide for K-12 student support activities and programs, instructional initiatives, and professional learning.
3. Collect data for analysis to plan and provide programming for increasing student achievement and participation in student activities and programs.
4. Facilitate districtwide changes in policies to enhance service deliveries for students.

5. Develop and review division/department/unit policies and procedures.
  6. Provide oversight of program development with state, region, and school personnel.
  7. Understanding of federal and state legislation and district policies related to student athletics and activities.
  8. Provide direct supervision and evaluation of programs and staff.
  9. Interact with District and region administration, all schools, parents/guardians, and community-based agencies.
  10. Develop and monitor assigned budgets.
  11. Success in writing, acquiring, and implementing grants for assigned departments.
  12. Initiate concepts for action, analyzes problems, and makes decisions regarding athletics and student activities.
  13. Maintain current knowledge of applicable provisions of local, state, and national rules and regulations.
  14. Establish and maintain cooperative and effective working relationships with others.
  15. Serve as a District representative and assumes responsibility at local, state, and national meetings, governmental hearings, and events pertaining to athletics and student activities.
  16. Participate with District staff in negotiating districtwide contracts.
  17. Identify and develop appropriate staff professional learning programs for athletics and student activities departments and programs.
  18. Monitor, manage, and provide guidance on Title IX compliance.
  19. Analyze situations accurately and adopts effective courses of action.
  20. Work beyond established hours in order to complete duties and responsibilities, as assigned.
  21. Possess flexibility and tolerance for ambiguity.
  22. Demonstrate exceptional judgment in publicly representing the District in matters directly related to the athletics and student activities departments and programs.
  23. Performs other duties related to the position, as assigned.
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## **Position Expectations**

1. Knowledge of and ability to apply federal and state legislation and District policies related to academic content and achievement standards as well as instructional support programs and activities.
2. Knowledge of personnel matters, school and central office operations, budget, and parent/guardian and community involvement.

3. Knowledge of District needs pertaining to curriculum, student, instructional support, and professional learning.
  4. Knowledge of current national research on curriculum, student athletics, student activities and professional learning issues.
  5. Ability to skillfully motivate others, both within and outside the unit and the District, to invest in the development and implementation of the resolutions of the division's challenges.
  6. Ability to effectively lead, direct, and manage a multitude of projects, tasks, and services simultaneously.
  7. Possess an inordinate amount of initiative.
  8. Ability to work in a fast-paced environment amid constant challenges and often competing interests.
  9. Ability to maintain a focus on how decisions and processes will enhance student achievement.
  10. Ability to continually lead critical analyses of current practices with a focus on improvement.
  11. Ability to communicate effectively, both verbally and in writing, with diverse audiences and stakeholders in widely divergent situations.
  12. Ability to recognize and promote the professional potential in others.
  13. Ability to anticipate, and sometimes create, changing conditions and to effectively lead others in evolving and adapting to change.
  14. Ability to adeptly recognize when to act as the responsible authority versus when to seek direction/authority from a superior.
  15. Ability to exemplify integrity, candor, and high ethical conduct.
  16. Ability to maintain poise, professional demeanor, and perspective.
  17. Possess the physical, mental, and emotional stamina commensurate with the responsibilities and expectations of the position.
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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 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. A minimum of two (2) years' experience as a contracted administrator in an accredited K-12 public or private school or a minimum of two (2) years' contracted administrative experience in a related position.
3. Successful performance in the position held at time of application.

**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: 04/13/17