

# Director I, Alternative Services

## Position Details

Reference Code: A195

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

Classification: Professional-Technical

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

FLSA STATUS: EXEMPT

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## Position Summary

This position will serve as a responsible administrator for providing technical assistance for the Alternative Services Division, Foster Care, After-School Care, Nita M. Lowey 21<sup>st</sup> Century Community Learning Centers (CCLC) Program, After-School Program (ASP), and College, Career, Equity, and School Choice Unit (CCESCU). The person selected for this position is directly responsible to the Executive Director, Alternative Services, College, Career, Equity, and School Choice Unit (CCESCU).

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## Essential Duties and Responsibilities

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

1. Monitors Alternative Services Division goals along with enrollment by implementing procedures and streamlining the adult learner process to achieve an adult education diploma, Nevada State Certificate of High School Equivalency, and internships.
2. Manages grant funds to support ASP schools through small-group tutoring for students in English, Mathematics, or both. Measures academic progress of individual students and provides results to the Nevada Department of Education.
3. Provides oversight of students in foster care and participates in meetings with stakeholders regarding procedures, legislative bill impacts, continual

- improvement of services, and professional learning for the Clark County School District (CCSD).
4. Assists in the planning and implementation of CCLC programs in schools by working in conjunction with Nevada Department of Education, external evaluators, region superintendents, school associate superintendents (SASs), school administration, parents/guardians, program staff, and community organizations/partners.
  5. Coordinates technical assistance to ASP and CCLC schools to ensure program compliance with federal regulations, state guidelines, and CCSD policies.
  6. Implements a tiered-based onboarding process to monitor progress to ensure adult learners are engaged, actively participating, and successful in coursework.
  7. Implements a multi-level engagement plan for adult learners to ensure staff make every possible attempt to engage learners who are disconnected.
  8. Supports CCLC Advisory Council meetings and family engagement with individual programs each quarter to ensure schools are sharing pertinent information with families to promote the school's CCLC program. Results show students regularly participating in the CCLC program have increased academic achievement, decreased chronic absenteeism, enhanced social-emotional learning skills, and increased self-esteem.
  9. Conducts planning along with informational meetings with program staff and CCSD administrators to disseminate information pertinent to CCLC programs.
  10. Assists in the disaggregation of districtwide student behavior and CCESCU-related data to ensure that data is compiled, analyzed, presented, and utilized in an accurate, effective, and efficient manner, in alignment with the District's Five-Year Strategic Plan, Focus: 2024.
  11. Maintains budgets by approving, processing, and monitoring requests for program expenditures. Assists in the supervision along with implementation of CCLC and ASP programs as well as materials.
  12. Assists schools with scheduling along with implementation of CCLC and ASP-related activities.
  13. Maintains a database of expenditures for all grants associated with assigned CCLC and ASP schools.
  14. Prepares a wide variety of materials in both manual and electronic formats (i.e., reports visualizations, memos, instructions, presentations) for the purpose of assisting data-driven decision making, compliance in documenting activities, providing written reference, and/or conveying information.
  15. Assists stakeholders, including the CCSD Board of Trustees, administration, educators, students, parents/guardians, outside agencies, and community

members to ensure results, trends, and recommendations are understood as well as implemented effectively.

16. Prepares executive documents and presentations for reporting to the CCSD Board of Trustees in relation to the District's Five-Year Strategic Plan, Focus: 2024, Student Success Priority Area 3 and 4, regarding remediation rates, advanced coursework, Career and Technical Education, high-skill and high-demand programs, International Baccalaureate, magnet schools, chronic absenteeism, and student discipline.
  17. Supervises and evaluates the performance of assigned staff in accordance with pre-planned and mutually-understood performance goals.
  18. Performs other duties related to the position, as assigned.
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## **Position Expectations**

1. Working knowledge of federal and state laws, regulations, and policies governing CCLC.
  2. Ability to plan and organize work along with set priorities.
  3. Ability to gain cooperation, lead, and direct staff in a professional as well as sensitive manner.
  4. Working knowledge of the school improvement process.
  5. Ability to create spreadsheets for tracking of expenditures, equipment, parent/guardian involvement, and professional learning activities.
  6. Possess effective skills in the use of Microsoft Word, Excel, PowerPoint, and Google applications.
  7. Ability to plan, organize, and coordinate the activities of assigned staff along with others.
  8. Ability to gather and analyze information/data from a variety of sources.
  9. Ability to read, interpret, analyze, and communicate the impact of complex federal/state regulations and mandates.
  10. Ability to communicate effectively, verbally and in writing.
  11. Ability to handle a high degree of stress and meet tight deadlines.
  12. Ability to work effectively and collaboratively with District and state personnel.
  13. Demonstrate a high level of self-confidence, initiative, self-direction, and problem-solving skills.
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# Position Requirements

## Education and Training

An earned bachelor's degree from an accredited college or university or currently serving as a professional-technical employee with the Clark County School District.

## Licenses and Certifications

None specified.

## Experience

Satisfactory service in corresponding or related positions, or five (5) years of successful supervisory experience related to the administrative position.

## 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

- Revised: 10/03/23
- Created: 12/14/21