

# Director II, Title I Services

## Position Details

Job Code: U7101

Reference Code: A334

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

Classification: Licensed Administrator

Terms of Employment: [Step 43 of the Unified Administrative Salary Schedule, 12 Months](#)

FLSA STATUS: EXEMPT

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## Position Summary

The person selected for this administrative position will serve as the responsible administrator for Title I Services. This position is directly responsible to the Chief College, Career, Equity, and School Choice Officer, 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. Plan, direct, implement, and monitor the Title I schoolwide programs by working in conjunction with program staff, site administrators, Academic Unit leadership, and Nevada Department of Education (NDE) representatives, parents/guardians, and community organizations.
2. Support school administrators by providing on-going customized instructional support to schools based on identified areas of need.
3. Conduct planning and informational meetings with program staff, Clark County School District administrators, and NDE representatives to disseminate information pertinent to the Title I schoolwide programming.
4. Collaborate with program coordinators to monitor schoolwide programs.

5. Direct the planning of staff professional learning activities related to school improvement plans and Title I budget narratives.
  6. Coordinate technical assistance to Title I schoolwide programs to ensure program compliance with federal regulations, state guidelines, and District policies.
  7. Maintain budgets by approving, processing, and monitoring requests for program expenditures.
  8. Ensure fiscal responsibility of federally-funded, Title I schoolwide programs.
  9. Demonstrate knowledge of Title I budget preparation process.
  10. Supervise schoolwide parent/guardian involvement policy implementation and parent/guardian engagement activities to meet federal requirements.
  11. Understand the procedures for School Choice and Supplemental Education Services to ensure compliance with state and federal laws and regulations.
  12. Supervise and evaluate the performance of assigned staff.
  13. Perform other duties related to the position, as assigned.
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## **Position Expectations**

1. Working knowledge of federal law, regulation, and policy governing Title I.
  2. Working knowledge of state law, as it pertains to schools in need of improvement.
  3. Strong leadership, team building, conflict resolution, and organizational skills.
  4. Ability to establish effective working relationships with other administrators, licensed, and support professional employees, substitutes, and outside agencies.
  5. Ability to gain cooperation and to lead and direct staff in a professional, sensitive manner.
  6. Ability to work under pressure and adhere to deadlines.
  7. Strong written and oral communication skills.
  8. Understanding of state and federal legislative and budgetary processes as they relate to Title I programs.
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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, 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. Previously demonstrated at least two (2) years successful experience in implementing Title I services as a school principal or as a Title I administrator.

## **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, 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: 04/14/22
- Created: 06/23/11