

# Director IV/Executive Director Alternative Services

## Position Details

Job Code: U7103

Reference Code: A406

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

Classification: Licensed Administrator

Terms of Employment: [Step 45 of the Unified Administrative Salary Schedule, 12 Months](#)

FLSA STATUS: EXEMPT

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## Position Summary

This position functions as the administrator to provide leadership for Adult Education, Adult Corrections, Adult English Language Learners (ELL), and Juvenile Corrections. The person selected for 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. Serves as an administrator and provides leadership to meet the expectations of the Clark County School District.
2. Assists and provides instructional leadership for principals and other administrators in raising student achievement, in reducing the achievement gap, and in meeting or exceeding federal and state educational requirements.
3. Directs the evaluation, organization, and operation of assigned department programs and services with responsibility for continuous planning and proposal

preparation relative to expanding such services and programs including but not limited to institutional releases and re-engagement processes.

4. Directs the selection, orientation, training, and professional learning of assigned staff to ensure job effectiveness; provides consultative and information services for teachers, parents/guardians, administrators, and other interested entities.
5. Supervises unified, licensed, and support professionals, as assigned and evaluates and serves as a liaison regarding the ongoing performance of assigned staff in accordance with pre-planned and mutually understood performance goals.
6. Develops and implements unique and specialized curriculum and educational programs to aid students assigned to alternative education settings including adult and correctional education in gaining academic success.
7. Provides oversight and management of the Nevada State Adult Education and Corrections Grants including the grant application, action plan, monitoring plan, assessment, and final report.
8. Submits and monitors the Nevada State Alternative and Nevada State Adult Education plans for approval.
9. Provides pertinent information, reports progress and needs, and recommends necessary actions concerning Alternative Services to the College, College, Equity, and School Choice Officer.
10. Responsible for governmental affairs relative to student concerns as identified by the Nevada State Legislature, the Nevada State Department of Education (DOE), Nevada Department of Corrections, Clark County Juvenile Justice Services, Nevada State Welfare, local law enforcement agencies, and other local government agencies.
11. Prepares items for submission to the Clark County School District Board of Trustees relevant to the State Adult and/or State Corrections Grant as well as any services, training, purchases, and/or consultants for adult education or corrections, as necessary based on Board policy.
12. Represents the District on all state and local committees and boards for Adult Education and Corrections and works with community and governmental groups and agencies to maintain educational programming.
13. Serves as a support to comprehensive schools and other District departments in efforts to implement District initiatives, provide options for students, and increase graduation rates.
14. Interprets District regulations, policies, and Nevada Revised Statutes (NRS) for District personnel, students, parents/guardians, and agencies, or refer inquiries to appropriate entities.

15. Prepares and provides in-service programs for District administrators, teachers, and support professional personnel, as needed.
  16. Assists with planning and administration of all operational budgets within the Unit.
  17. Compares, analyzes, and interprets data necessary to prepare reports.
  18. Plans and incorporates alternative education practices and procedures with cohesive alternative education programs.
  19. Performs other duties related to the position, as assigned.
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## **Position Expectations**

1. Knowledge of at-risk programs and professional learning for teachers of at-risk students.
  2. Knowledge of District policies and regulations; knowledge of Nevada Revised Statutes (NRS) and the Nevada Administrative Code (NAC) and ability to apply to the education of pupils; knowledge of Family Educational Rights and Privacy Act (FERPA) and Protection of Pupil Rights Amendment (PPRA) and their application for educational settings.
  3. Knowledge of human growth and development and its interface with education and educational settings.
  4. Knowledge of Nevada Academic Content Standards (NVACS).
  5. Possess excellent verbal, written, and presentation skills.
  6. Ability to utilize and promote the use of participatory management techniques.
  7. Evidence of educational leadership, including the ability to promote and provide opportunities for success, recognition, professional learning, and leadership among students, staff, and colleagues.
  8. Understanding and sensitivity to the needs of various cultural and ethnic groups in the community.
  9. Ability to manage multiple projects and meet deadlines.
  10. Possess a high degree of conflict resolution and management skills and utilize effective problem-solving strategies; possess effective collaborative and interpersonal skills.
  11. 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.
  12. Experience with instructional planning at the school and District-level.
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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, as appropriate.
2. A valid driver's license or state-issued identification card.

## 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 three (3) years' experience as a contracted administrator in an accredited K–12 public or private school or recent successful academic leadership experience as a contracted administrator. Leadership experience may include, but is not limited to school administration, District administration, curriculum development, professional learning, program evaluation and improvement, instructional assessment and accountability, or educational technology.
3. Experience with school accountability in terms of data analysis to systemic school improvement planning.

## Preferred Qualifications

1. Knowledge of alternative programs and the District relating to students.
2. Knowledge or experience with adult education and adult program requirements
3. Knowledge or experience with department of corrections expectations and requirements.
4. Understanding of the Nevada High School Equivalency Requirements and approved assessments.
5. Understanding of the Nevada requirements for an Adult Standard Diploma.
6. Understanding of the Nevada Alternative School Performance Framework.

**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: 03/16/23
- Created: 07/11/01