

Director II, Magnet Schools

Position Details

Job Code: U7101

Reference Code: A476

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

Position Summary

This position serves as the instructional leader for Magnet Schools. Responsibilities include establishing and maintaining standards and processes for curricular programs that support Magnet Schools. This position is directly responsible to the Director III, College and Career Readiness and School Choice Department, College, Career, Equity, and School Choice Unit (CCESCU).

Essential Duties and Responsibilities

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

1. Provide leadership, supervision, and direction in all aspects of Magnet Schools.
2. Plan, organize, and direct unique and specialized curriculum and educational approaches for the Magnet Schools.
3. Develop, monitor, and report on curriculum delivered within Magnet Schools.
4. Plan, prepare, recruit, and implement the placement of students into the Magnet Schools.
5. Establish an effective system for communicating programs to region superintendents, school associate superintendents, parents/guardians, students, and the community.

6. Direct on-going support and staff development with other departments relative to implementation of Magnet School programs.
 7. Administer, in conjunction with the Office of the General Counsel, the lottery for placement of students into Magnet Schools.
 8. Collaborate with Demographics and Zoning staff to determine seat availability in the Magnet Schools.
 9. Counsel with administrators, students, parents/guardians, and teachers when an individual student's academic and behavioral problems are involved.
 10. Supervise the preparation of school communications such as bulletins, handbooks, annuals, and newspapers.
 11. Monitor state and national issues and trends related to Magnet Schools.
 12. Develop project management plans for various projects in the department.
 13. Direct, coordinate, supervise, and evaluate the work of assigned administrators, licensed teachers, and support professional personnel.
 14. Develop, monitor, and revise departmental forms, as needed.
 15. Attend and monitor Clark County School District Board of School Trustees, State Board of Education, and federal and state committees related to Magnet Schools.
 16. Administer the federal select schools grant in collaboration with the staff from the Grants Development and Administration Department.
 17. Monitor assigned budgets.
 18. Perform other duties related to the position, as assigned.
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Position Expectations

1. Effective communication, collaborative, and interpersonal skills.
 2. Effective skills in planning, organizing, and coordinating activities.
 3. Excellent verbal, written, and presentation skills.
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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. 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. Knowledge of and experience with educational technologies.
4. Experience in a curriculum and instructional leadership role.
5. Strong curriculum background.

Preferred Qualifications

1. Understanding and sensitivity to the cultural diversity of the community as it relates to the affirmative action goals of the Clark County School District.
2. Ability to manage multiple projects and to meet deadlines.
3. Demonstrated experience in team leadership.
4. Exercise diplomacy, sound judgment, leadership, problem solving, and accountability.
5. Experience with instructional planning at a school or District level.
6. Develop handbooks, catalogs, brochures, policies, regulations, procedures, and reports, as requested.
7. Ability to work cooperatively with other departments within the District and with other agencies, both state and national.

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: 12/03/08