

# Nevada Learning Academy

## Principal

### Position Details

Job Code: U7015

Reference Code: A815

Division/Unit: Education Services

Classification: Licensed Administrator

Terms of Employment: [Step 42 – 46 \(depending upon site assessment\) of the Unified Administrative Salary Schedule, 12 Months](#)

FLSA STATUS: EXEMPT

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### Position Summary

The Clark County School District (CCSD) is seeking an outstanding K-12 principal candidate with visionary leadership and strong administrative skills to work collaboratively with the Nevada Learning Academy (NVLA) school community to establish, execute, and fulfill their vision to accelerate learning for all students. This position is directly responsible to the School Associate Superintendent, Education Services Division.

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### Essential Duties and Responsibilities

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

1. Directs and implements the vision for NVLA.
2. Keeps well-informed about current trends and best practices in areas of responsibility related to distance education, virtual schooling, and education options for K-12 students.
3. Provides leadership and guide strategic planning to increase full-time student enrollment for NVLA.

4. Leads efforts for development of short and long-range plans to expand full-time enrollment at NVLA.
  5. Anticipates potential systemic and operational issues and initiates steps to correct or solve them expeditiously.
  6. Coordinates the development, implementation, and evaluation of all virtual instructional programming (concurrent enrollment and full-time enrollment) at NVLA.
  7. Oversees the delivery of assigned services by NVLA staff ensuring maximum value aligned to provide resources.
  8. Expects and promotes student achievement increases aligned to CCSD's strategic plan.
  9. Keeps abreast of changing legal requirements and proposed changes in areas of responsibility.
  10. Sets and maintains high standards and expectations for self and others.
  11. Promotes and leads professional learning that directly impacts student success in a distance education/virtual learning environment.
  12. Interviews and recruits qualified personnel aligned to the elementary grade level expansion efforts necessary at NVLA.
  13. Develops an ongoing marketing plan to optimize NVLA enrollment.
  14. Identifies and pursues new virtual pathways for students.
  15. Collaborates with other principals and assists with programs of innovation featuring virtual or distance education.
  16. Inspires excellence and collaboration with employees working virtually.
  17. Performs other duties related to the position, as assigned.
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## **Position Expectations**

1. Demonstrate the ability to act in a responsive manner exercising influence with diplomacy among all stakeholders.
2. Demonstrate the ability to maintain focus on how decisions and processes will enhance student achievement.
3. Demonstrate the ability to anticipate and create changing conditions and effectively lead others in evolving and adapting to change.
4. Demonstrate the ability to skillfully motivate others, both within and outside the school and CCSD, to invest in the development and implementation of the resolutions of the school's challenges.
5. Demonstrate the ability to be both prudent and astute to achieve the best results.
6. Demonstrate a high level of initiative.

7. Demonstrate the ability to work in a fast-paced environment amid constant challenges and often competing interests.
8. Demonstrate the ability to provide encouraging input, listen to the concerns and suggestions of others, value their opinions, and act decisively as the responsible administrator.
9. Demonstrate the ability to recognize and promote the professional potential in others.
10. Demonstrate the ability to exemplify integrity, candor, and high ethical conduct.
11. Demonstrate the ability to maintain poise, professional demeanor, and perspective.
12. Demonstrate the ability to possess the physical, mental, and emotional stamina commensurate with the responsibilities and expectations of the position.
13. Demonstrate success in philosophy, curriculum, and instruction at the position's grade level, including an understanding of culturally responsive instructional processes and a variety of instructional techniques, as well as a commitment to the improvement of instructional programs.
14. Demonstrate success in leading the improvement of student learning, as evidenced by the improvement of school-based and/or CCSD-based data points.
15. Demonstrate successful and culturally responsive leadership experiences in staff leadership, supervision, and evaluation, and demonstrate the ability to work effectively with teachers to improve instruction.
16. Demonstrate the ability and desire to establish positive relationships with persons regardless of race, color, religion, sex, gender identity or expression, sexual orientation, national origin, genetics, disability, age, military status, or other characteristics protected by applicable law, with an active commitment to equal opportunity for all students and staff.
17. Demonstrate the ability to foster an environment that focuses on quality results while motivating, developing, and supporting a diverse staff, encouraging continuous improvement, and working effectively as a member of a diverse team.
18. Demonstrate an understanding of the change process and its relationship to current trends in education at the position's grade level.
19. Demonstrate effectiveness in planning, scheduling, allocating resources, reaching logical conclusions, and making high-quality decisions using appropriate decision-making processes, and accepting responsibility for actions and consequences.
20. Demonstrate effectiveness in using computer technologies to enhance instruction and manage building functions.
21. Demonstrate success in exercising sound judgment, insight, self-awareness, integrity, and cultural responsiveness when interacting with all stakeholders.

22. Demonstrate a commitment and the ability to continue one's own lifelong learning, develop talent and leadership skills in others, provide critical feedback, and receive critical feedback to maintain high standards for one's self and one's school.
  23. Demonstrate the ability to communicate effectively in both written and verbal form with the ability to make clear, persuasive presentations to all stakeholders.
  24. Demonstrate success with incorporating culturally competent strategies and utilizing culturally responsive communication and engagement strategies with all members of the school community.
  25. Demonstrate effectiveness when representing the school in the community through business partnerships and activities.
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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 school administrative endorsement, as appropriate, with no provisions that require graduate courses in the administration of a school.
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 experience in an accredited K-12 public or private school; and, currently hold a valid Nevada school administrative endorsement.
2. Have previously demonstrated a minimum of one (1) year experience as a licensed school site administrator in an accredited K-12 public or private setting in an equivalent position within the last three years at the time of application.
3. Successful performance in the position held at the time of application.

### **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**

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: 08/19/24
- Created: 02/10/21