

# Director II, Community Engagement

## Position Details

Job Code: U7101

Reference Code: A060

Division/Unit: Community Engagement

Classification: Professional-Technical and/or Licensed Administrator

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

FLSA STATUS: EXEMPT

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## Position Summary

This position functions as the director of the Community Engagement Department. This position is responsible for creating and directing the implementation of comprehensive community engagement initiatives and plans that develop relationships, build trust, and inspire support for students throughout our diverse community. This position manages all efforts to promote relationships and strengthen business ties to benefit the Clark County School District. This position is responsible to the Director III, Community Engagement Unit.

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## Essential Duties and Responsibilities

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

1. Directs the development and implementation of a system-wide community engagement plan that aligns with the District's strategic plan, Superintendent Goals, and District and school improvement plans.
2. Promotes relationships and strengthen business ties to benefit the District.

3. Develops, implements, and promotes partnerships between businesses and schools to increase student achievement and improve high school graduation rates.
  4. Leads a team that is effective in reaching out to our community.
  5. Provides leadership in the recruitment, development, facilitation, and oversight of new partnerships.
  6. Manages and directs all community engagement plans and strategies; assists all schools in community engagement efforts.
  7. Leads outreach efforts to a broad cross-section of the community to ensure the District is engaging with businesses and community organizations who represent underserved populations.
  8. Provides opportunities and develops programs to leverage business resources to assist schools (such as mentoring, reading programs, career development, etc.).
  9. Leads and directs the work of an Advisory Board in achieving the District's goals and provide materials, information, access, and support, as needed.
  10. Oversees the collection of data to assess student, family, school, and community needs, assets, and resources for student success. Provides data for reports used to monitor community engagement and evaluates the performance indicators related to community engagement in CCSD's strategic plan.
  11. Works effectively with school personnel, business partners, and District staff to accomplish the community engagement mission.
  12. Represents the District by serving on community governing boards and by participating in outreach efforts and events, as assigned. Leads the organization and facilitation of community groups to provide input and support to District parent/guardian and community engagement efforts.
  13. Works collaboratively with the Public Education Foundation (PEF) to maximize and measure the effectiveness of community and family partnerships directly supporting student success.
  14. Maintains appropriate documentation of partnership activities for program effectiveness in increasing student achievement in order to facilitate future program planning and compliance with District directives.
  15. Develops and advances communication of partnership programs.
  16. Supervises and evaluates the performance of assigned staff.
  17. Performs other duties related to the position, as assigned.
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## **Position Expectations**

1. Knowledge of best practices in community engagement efforts.

2. Ability to work cooperatively and effectively with colleagues, parents/guardians, administrators, licensed personnel, and support personnel in schools and divisions/departments in the District and with representative of community organizations or agencies.
  3. Demonstrated experience in leading teams and community projects that led to increased student achievement or other positive measurable indicators.
  4. Understanding and sensitivity to the needs of cultural and ethnic groups and individuals with disabilities.
  5. Demonstrate the ability to create productive partnerships with organizations that advocate on behalf of underserved communities.
  6. Demonstration of high-level of self-confidence, initiative, self-direction, and problem-solving skills.
  7. Must be customer-oriented, organized, and a self-starter.
  8. Strong organizational, planning, and time management skills, including the ability to take initiative, prioritize work, handle multiple tasks simultaneously, set goals, meet deadlines, and maintain accurate and detailed records.
  9. Strong analytical, reasoning, and problem-solving skills.
  10. Demonstrated ability to successfully, communicate both verbally and in writing.
  11. Ability to speak in front of large and small groups.
  12. Ability to work independently, with little direct supervision as well as work as part of a team and deal with difficult individuals while maintaining composure.
  13. Strong interpersonal skills and the ability to effectively communicate with a wide range of individuals and constituencies in a diverse community.
  14. Excellent written and verbal communication skills, including the ability to communicate effectively with community leaders, parents/guardians and District staff.
  15. Knowledge of Microsoft Excel, Word, and PowerPoint. Effective computer skills, including proficiency in word-processing and database software
  16. Demonstration of mental and physical stamina commensurate with the responsibility of the position.
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## **Position Requirements**

### **Education and Training**

An earned master's degree from an accredited college or university. A bachelor's degree from an accredited college or university plus three (3) years of additional experience beyond the minimum requirement below can be substituted for the masters' degree

requirement or currently serving as a professional-technical employee with the Clark County School District.

## **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 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. Three (3) or more years of involvement and leadership in community service.
4. Demonstrated experience in recruitment and training of volunteers.
5. Demonstrated experience in program leadership and management.
6. Successful performance in the position held at time of application.

**-OR-**

7. Satisfactory service in a corresponding or related positions or five (5) years of successful supervisory experience related to the administrative position.
8. Three (3) or more years of involvement and leadership in community service.
9. Demonstrated experience in recruitment and training of volunteers.
10. Demonstrated experience in program leadership and management.
11. Successful performance in the position held at time of application.

## **Preferred Qualifications**

1. Five (5) or more years of involvement and leadership in community service.
2. Bilingual in English and Spanish.
3. Skilled in diplomacy, judgment, leadership, and problem solving.
4. Skilled in dealing with the public.
5. Knowledge of various cultural groups and cross-cultural techniques.
6. Knowledge of corporate and business structures and practices related to partnership activities.

7. Willingness to maintain a flexible work schedule, which adapts to the needs of the program.

**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: 04/06/23
- Created: 10/19/21