

# Director IV/Executive Director – Curriculum and Instruction

## Position Details

Job Code: U7103

Reference Code: A822

Division/Unit: Curriculum and Instruction

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 is responsible for providing leadership, supervision, guidance, and support for the K-12 departments: Humanities; Mathematics; Science; Literacy and Language Development; Online and Blended Learning Development; and the Curriculum and Instruction Division Office. This position will assist with extensive curriculum and professional learning, policy development and analysis, policy interpretation, and coordination of Clark County School District instructional programs, including the process for districtwide adoption and approval of all instructional materials. This position is directly responsible to the Assistant Superintendent, Curriculum and Instruction Division (CID), Academic Unit.

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## Essential Duties and Responsibilities

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

1. Provides leadership districtwide for K–12 instructional, curricular, and professional learning initiatives. Works directly with the content area directors, coordinators, and project facilitators to develop, vet, and facilitate professional learning aligned to the District’s strategic plan and school needs.

2. Supports the design and implementation of a five (5)-year plan for the implementation of standards-based curriculum, as well as professional learning that supports curriculum, instruction, and assessment in all content areas, for all teachers, and for the benefit of all students.
3. Provides programming for increasing student achievement including, but not limited to Measured Academic Progress (MAP); adopted resources; distance learning (including hybrid learning); purposeful planning, Professional Learning Communities (PLC); unwrapping standards; Response to Instruction and Intervention (RtII); high-quality, standards-based instruction; and the Nevada Educator Performance Framework (NEPF).
4. Implements curricular design, standards, and benchmarks that support the achievement of content and/or grade-level academic standards, specifically the Nevada Academic Content Standards. Communicates daily with the Assistant Superintendent, CID regarding the vision and alignment of the CID work. Works directly with the department administrators to monitor the progress of work to ensure alignment of the vision.
5. Provides data collection and analysis for planning, including the use of technology systems; surveys data collection of weekly professional learning, school-site requests for assistance, daily monitoring of successful Learning Management Systems (LMS), and monitoring the project management system to ensure all projects meet the required deadlines and outcomes.
6. Provides direct supervision and evaluation of programs and staff.
7. Understands federal and state legislation and District policies related to academic content and achievement standards as they apply to all students. Attends Nevada Department of Education (NDE) meetings, Clark County School District Board of School Trustees meetings, monitors Board items, and revise policy and regulations, when necessary.
8. Implements program development in collaboration with state, performance zone, and school personnel. Participate in and/or direct cross-collaboration meetings to ensure equity and equality.
9. Provides professional learning opportunities to provide culturally responsive instruction to all students.
10. Interacts with District and region administration, site administration, parents/guardians, and community-based agencies.
11. Understands operations and fundamentals of Title I, Title II, and Title III Grants. Participates in monthly meetings with the Grants department to review the status of all Title and grant money.
12. Facilitates districtwide changes in policies to enhance service deliveries and support for students.

13. Implements the District's vision of continuous review and improvement of processes and procedures throughout the division.
  14. Implements the District's vision of exceptional customer service in support of student achievement throughout the division.
  15. Develops and monitors assigned budgets.
  16. Represents the District at local, state, and national meetings.
  17. Performs other duties related to the position, as assigned.
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## **Position Expectations**

1. Knowledge of District budgetary processes.
2. Knowledge of applicable laws, codes, regulations, policies, and procedures.
3. Knowledge of personnel matters, school and central office operations, budget, and parent/guardian and community involvement.
4. Knowledge of District needs and goals pertaining to curriculum, instruction and professional learning.
5. Knowledge of current national research on curriculum, instructional practices, and professional learning topics and issues.
6. Demonstrated ability to work effectively with school and administrative personnel, peers, parents/guardians, community members, and others.
7. Experience in business planning and marketing processes.
8. Success in writing, acquiring, and implementing grants for assigned departments.
9. Effective communication, collaborative, and interpersonal skills.
10. Effective skills in planning, organizing, and coordinating activities.
11. Excellent verbal, written, computer, and presentation skills.
12. Interpersonal skills using tact, patience, and courtesy.
13. Possess a high level of self-confidence, initiative, self-direction, and motivation.
14. Capable of diplomacy, judgment, problem solving, and accountability.
15. Demonstrate strong, collaborative leadership skills.
16. Knowledge of negotiated agreements.
17. Ability to direct the work of a diverse team toward meeting identified goals; ability to work under pressure and to meet deadlines. Ability to design, plan, and administer strategies for resolution or completion of situations or projects.
18. Ability to exercise diplomacy, sound judgment, leadership, problem solving, and accountability.
19. Ability to work cooperatively and effectively with colleagues; parents/guardians; school and administrative personnel; and representatives of community, state, and federal organizations and agencies.

20. Effective communications (both in verbal and written form), collaborative, interpersonal, and presentation skills.
  21. Effective skills in planning, organizing, and directing activities.
  22. Ability to oversee grants and/or participate on grant writing teams.
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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, an administrative endorsement issued by the Nevada Department of Education (NDE).

### **Experience**

1. Must have at least four (4) years' experience as a contracted administrator in an accredited K–12 public or private school district.
2. A minimum of four (4) years professional work experience in a higher education or research institution; or four (4) years as a contracted administrator in a related administrative position.

### **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: 05/03/22
- Created: 12/01/08