

Director II, Employee Onboarding and Development

Position Details

Job Code: U7101

Reference Code: A972

Division/Unit: Leadership and Professional Learning

Classification: Professional-Technical and/or Licensed Administrator

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

FLSA STATUS: EXEMPT

Position Summary

This position functions to plan, organize, direct, assess, and coordinate all aspects of support professional, licensed, and administrative employee pre-service, induction, mentoring, evaluation, leadership professional learning, and career ladder attainment for the Clark County School District. Leadership responsibilities include designing and implementing best-practice professional learning initiatives, collaborating with local colleges and universities regarding employee advancement efforts, maintaining outreach and recruitment programs that align with the District's goals, and establishing Alternative Routes to Licensure (ARL) programs. This position is directly responsible to the Assistant Superintendent, Leadership and Professional Learning Division (LPLD), Academic Unit.

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 employee professional learning.

2. Plan, organize, and direct pre-service, induction, mentoring, evaluation, leadership, and career ladder programs to ensure positive impacts on student learning, organizational improvement, and employee skills and knowledge.
3. Collaborate with other District administrators to identify, develop, and implement comprehensive and integrated training programs; assess needs and create corresponding curricula; and ensure the training supports District initiatives and goals.
4. Plan, organize, and direct pre-service and first-year employee induction and development functions to ensure retention of the best employees; coordinate and direct Alternative Routes to Licensure to ensure the effective and efficient implementation and delivery of the activities; ensure that program activities comply with established laws, rules, regulations, policies, and procedures.
5. Direct and oversee the implementation of research-based evaluation and support systems, including those for support professionals, teachers, principals, and other administrators, in accordance with industry standards and applicable state and federal laws.
6. Identify needs, develop training, and coordinate efforts to ensure District administrators understand and implement evaluation procedures for all staff, to include the implementation of research-based standards as well as procedures required by regulation and/or statute.
7. Plan, organize, and direct communications, personnel, and employee professional learning resources to ensure adequate staffing levels and meet District professional learning needs for all employees; establish and maintain contact with universities to recruit and obtain pre-service teacher and leader candidates; direct activities to facilitate the development of pre-service and first-year work skills and enhance student learning.
8. Plan, organize, and direct the implementation of leadership professional learning for employees, including the implementation of career ladders and differential leadership strands; work with colleges and universities to develop and implement a comprehensive, integrated leadership training program related to careers and opportunities in K-12 educational systems.
9. Identify successful employee leadership professional learning programs that address competencies necessary for successful school and District-based leadership positions; implements best practices for leadership competency professional learning.
10. Assist local and out-of-state universities with directing the placement of student teachers and university observation and practicum students in appropriate District schools, departments, and programs.

11. Direct the work of coordinators in the Employee Development Department; direct and participate in the research, assembly, and compilation of a variety of technical information related to employee professional learning, new employee induction, mentoring, and related professional learning and leadership curriculum standards, practices, and procedures.
 12. Provide input and support in the prioritization of employee professional learning needs, the evaluation of employee professional learning, and review of current trends and research regarding career ladders and leadership in K-12 education.
 13. Communicate with other administrators, personnel, state and federal agencies, outside organizations, and the public to coordinate activities and programs and to exchange information.
 14. Supervise and evaluate the performance of assigned staff; ensure employee understanding of program standards and requirements.
 15. Manage and monitor assigned budgets.
 16. Perform other duties related to the position, as assigned.
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Position Expectations

1. Ability to both direct and implement major projects and initiatives. Excellent organizational, administrative and project management skills, including the ability to assess and diagnose critical areas for attention, develop strategies, and translate them into concrete action.
2. 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.
3. Possesses a sense of vision and projects that sense, involves others in accomplishing goals and solving problems, and interacts with diverse employee groups successfully.
4. An understanding of the change process and its relationship to current trends in large urban school districts; ability to plan and implement change to improve student learning.
5. Ability 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.
6. Effectiveness in using computer technologies to enhance professional learning opportunities and to manage departmental functions.
7. Ability to exercise good judgment, insight, self-awareness, integrity, and cultural responsiveness when interacting with diverse employee groups, patrons, and partners of the school District.

8. Ability to continue one's own lifelong learning, to develop talent and leadership skills in others, to provide critical feedback, and to receive critical feedback in order to maintain high standards for one's self and one's school.
 9. Ability to communicate effectively in both written and verbal form with the ability to make clear, persuasive presentations to diverse groups.
 10. 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, or military status or other characteristics protected by applicable law, with an active commitment to equal opportunity for all students and staff.
 11. Ability to represent the school District 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; or,
An earned bachelor's degree from an accredited college or university and at least five (5) years successful experience related to the position may be substituted for the master's degree requirement; or,
Currently serving as a professional-technical employee with the Clark County School District.

Licenses and Certifications

None required; Nevada Administrative and/or Teaching License preferred.

Experience

1. Have previously demonstrated at least 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 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 the appropriate valid Nevada administrative endorsement.
2. Two (2) years of experience as a contracted administrator in a human resources administrative position, a school-based administrative position or a combination of both.
3. Excellent public relations skills and experience working cooperatively with members and constituents of the school community.

4. Demonstrated experience in administering and interpreting human resources-related programs in conformity with board policies, budget constraints, and established personnel practices.
5. Experience in budget management.

-OR-

6. Satisfactory service in corresponding or related positions or at least five (5) years successful supervisory experience related to the administrative position.
7. A minimum of two (2) years of experience in a human resources administrative position or as an administrator in a related position.
8. Excellent public relations skills and experience working cooperatively with members and constituents of the school community.
9. Demonstrated experience in administering and interpreting human resources-related programs in conformity with board policies, budget constraints, and established personnel practices.
10. Experience in budget management.

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: 04/13/22
- Created: 12/30/11