

Director III, Community Engagement Services

Position Details

Job Code: 7102

Reference Code: B036

Division/Unit: Engagement

Classification: Licensed Administrator

Terms of Employment: [Step 44 of the Unified Administrative Salary Schedule, 12 Months](#)

FLSA STATUS: EXEMPT

Position Summary

This position functions to support the Office of the Superintendent and the Office of the Clark County School District Board of Trustees with the complex daily operations of the District. This responsibility includes, but is not limited to: daily communications (both internal and external), supporting the Board with various needs and requests, supervising the Board Office, as well as the Engagement Unit, Academic Support and Community Services Center, Indian Education Opportunities Program, and continually providing support to the Office of the Superintendent, as assigned. This position is directly responsible to the Chief of Staff, Office of the Superintendent.

Essential Duties and Responsibilities

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

1. Develops strategic alliances and works collaboratively with internal and external stakeholders throughout our diverse community to promote District objectives and to build and sustain a proactive, credible profile for the Office of the Board of Trustees, the Office of the Superintendent, and leadership throughout the District.

2. Participates, as directed by the Office of the Superintendent in strategic planning, policy research and development, and problem resolution of complex issues and needs. Provides a wide variety of professional support to the Office of the Superintendent and to the Office of the Board of Trustees.
3. Provides communication and support to the Office of the Superintendent and to the Office of the Board of Trustees to ensure the District's strategic imperatives, objectives, and performance are effectively communicated to external and internal audiences.
4. Coordinates, manages, and directs community engagement services operations and activities throughout the District to ensure proper and timely resolution of employee ethics complaints, and public complaints and concerns regarding District activities, including School Organizational Teams (SOT) through a districtwide Customer Service Management System and districtwide Ethics and Compliance System.
5. Interacts with government, community and industry officials, and the Office of the Board of Trustees in the representation and development of initiatives, as directed by the Office of the Superintendent.
6. Analyzes, manages, researches, and responds to sensitive (internal/external) issues that arise frequently in the Office of the Superintendent and in the Office of the Board of Trustees. Responds to employee ethics and compliance concerns, constituent concerns, parent/guardian concerns, and public concern forms.
7. Provides on-going interpretation, professional learning, and support to the Board of School Trustees in the Balanced Governance Policies and Governance Structure.
8. Prepares and contributes to the preparation of briefings, memoranda, Board governance reports, presentations, and responses on strategic issues, as appropriate.
9. Attends official Board meetings including, but not limited to: Regular and Work Sessions, Community Linkage, Officers, and Parent/Guardian Advisory Committee (PAC).
10. Establishes and maintains clear lines of communication, dissemination of information, and decision-making within departments, between departmental staff, and other working locations.
11. Supervises the District's Administrative Center operations and staff to ensure a high-level of customer service is provided to all visitors.
12. Maintains current knowledge of applicable provisions of local, state, and national laws.

13. Works with principals, region leadership, and other District administrators to ensure resolution to constituent complaints are communicated to all involved.
 14. Performs other duties related to the position, as assigned.
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Position Expectations

1. Knowledge and understanding of broad community issues and key stakeholders.
 2. Knowledge and understanding of District policies, regulations, procedures, and standards.
 3. Knowledge and understanding of state and federal educational requirements and legal implications.
 4. Knowledge and understanding of state legislative process and local government structure.
 5. Knowledge and understanding of District and state education curricula and standards.
 6. Knowledge and understanding of the Board of School Trustees Balanced Governance Policies and Governance Structure.
 7. Demonstrated ability to provide leadership and influence others while fostering effective working relationships and building consensus.
 8. Demonstrate the ability to manage multiple projects at the same time and adapt to change at a moment's notice.
 9. Ability to respect and maintain confidentiality and use discretion at all times.
 10. Ability to work cooperatively with other administrators, licensed personnel, and support professional personnel in schools and in other departments in the District.
 11. Ability to communicate effectively both orally and in writing.
 12. Ability to concisely articulate positions to a variety of audiences.
 13. Ability to work diplomatically with diverse groups on wide-range of issues.
 14. Understanding and sensitivity to the cultural diversity of the community as it relates to the affirmative action goals of the District.
 15. Ability to effectively to supervise, manage, and provide direction to departments.
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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 administrative endorsement, as appropriate.
2. A valid driver's license that allows the applicant/employee to legally operate a motor vehicle in Nevada.

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 three (3) years' experience as a contracted administrator in an accredited K-12 public **or** private school or a minimum of three (3) years contracted administrative experience in a related position.
3. Experience planning, directing, and coordinating community events and campaigns to engage a diverse cross-section of the community.

Preferred Qualifications

1. Site-based experience as a principal, educator, or administrator in the Clark County School District.
2. Knowledge of and experience with building community partnerships and ability to build relationships with key community leaders.
3. Demonstrated successful management supervisory roles.
4. Mastery of written and verbal communication skills.

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: 04/04/22
- Created: 11/12/19