

# Director I, Family Support Center

## Position Details

Job Code: 7100

Reference Code: A235

Division: English Language Division

Classification: Licensed Administrator

Terms of Employment: [Step 42 of the Unified Administrative Salary Schedule, 12 Months](#)

FLSA STATUS: EXEMPT

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## Position Summary

This position functions as the responsible administrator for the English Language Learner Division (ELLD) throughout the Clark County School District. This position is directly responsible to the Assistant Superintendent, ELLD, 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. Direct the organization and operation of all department programs, schools, and services, and a system-wide community engagement plan with responsibility for continuous planning and proposal preparation relative to expanding such services and programs.
2. 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.
3. Creates working relationships between the ELLD and other departments, schools, parents/guardians, and the community.
4. Provide a mechanism for meaningful input from teachers, support professionals, principals, and appropriate central office staff in the development and operation of the department.

5. Interpret District regulations, policies, and Nevada Revised Statutes (NRS) for District personnel, students, parents/guardians, and agencies, or refer inquiries to appropriate entities, as appropriate.
6. Assist in implementing all parts of the strategic plan approved by the Clark County School District Board of Trustees.
7. Assists with the research of current language acquisition issues and best practice instructional practices.
8. Responsible for governmental affairs, relative to student enrollment and family engagement, as identified by the Nevada State Legislature, the State Department of Education, Clark County Juvenile Justice Services, Clark County Family and Youth Services, Nevada State Welfare, Nevada Department of Corrections, Nevada Department of Human Resources local law enforcement agencies, and other local government agencies.
9. Direct the selection, orientation, professional learning, and development of assigned staff to ensure job effectiveness; provide consultative and information services for teachers, parents/guardians, administrators, and other interested entities.
10. Provide pertinent information, report progress and needs, and recommend necessary actions concerning services to the Assistant Superintendent of ELLD.
11. Prepare and provide professional learning for assistant principals, deans, counselors, and support personnel, as needed.
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. Interpret and enforce the Family Educational Rights and Privacy Act (FERPA).
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. Provides leadership in the recruitment, development, facilitation, and oversight of new partnerships.
17. Participate in public relations endeavors relative to student affairs upon request of the District and the various public information media entities.
18. Creates working relationships between the ELLD and other departments, schools, parents/guardians, and the community.
19. Supervise unified, licensed, and support professionals, as assigned; evaluate the performance of assigned staff in accordance with preplanned and mutually understood performance goals.

20. Performs other duties related to the position, as assigned.

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## **Position Expectations**

1. Knowledge with second language acquisition, curriculum, professional learning development and delivery, coaching/mentoring, and educational leadership.
  2. Knowledge of identification, evaluation, and instruction of second language students.
  3. Knowledge of personnel matters, school operations, budgets, and parent/guardians and community involvement.
  4. Knowledge of K-12 and adult at-risk programs and professional learning for teachers of at-risk students.
  5. Knowledge of educational leadership, including the ability to promote and provide opportunities for success, recognition, development, and leadership among students, staff, and colleagues.
  6. Ability to work cooperatively with other administrators, licensed personnel, and support staff in schools as well as in other departments in the District.
  7. Ability to utilize and promote use of participatory management techniques.
  8. Ability to demonstrate skills in diplomacy, judgement, leadership, problem-solving, and accountability.
  9. Ability to understand and be responsive to the needs of various cultural and ethnic groups in the community.
  10. Ability to communicate clearly both orally and in writing.
  11. Ability to work cooperatively with other departments within the District, the Board, and with other agencies, both state and national.
  12. Ability to work flexible hours.
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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, a Nevada administrative endorsement, as appropriate.

## **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, if applicable 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 as a contracted administrator in an accredited K-12 public or private school or two (2) years' experience as a contracted administrator in a related position.
3. Possess specialized training or on-the-job experience pertaining to second language acquisition, linguistic theory, and/or bilingual education.

## **Preferred Qualifications**

1. English Language Acquisition and Development (ELAD) and/or Bilingual experience and endorsement.
2. Experience with development and coordination of policies and procedures of an English Language learner 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**

- Created: 06/02/22
- Revised: 06/02/22