

Director I, Department of Education Options

Position Details

Reference Code: A010

Division: Education Services

Classification: Licensed Administrator

Terms of Employment: Step 42 of the Unified Administrative Salary Schedule,
12 Months

FLSA STATUS: EXEMPT

Position Summary

This position serves as a responsible administrator for the Education Services Division. This position may be assigned to direct the operation of the Department of Education Options. This position is directly responsible to the Assistant Superintendent, Education Services Division.

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 with responsibility for continuous planning and proposal preparation relative to expanding such services and programs.
2. Direct the selection, orientation, training, and development of assigned staff to ensure job effectiveness; provide consultative and information services for teachers, parents/guardians, administrators, and other interested entities.
3. Supervise unified, licensed, and support professionals, as assigned; evaluate the performance of assigned staff in accordance with preplanned and mutually understood performance goals.

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. Provide pertinent information, report progress and needs, and recommend necessary actions concerning services to the Associate Superintendent.
6. Responsible for governmental affairs, relative to student concerns, 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.
7. Provide appropriate due process procedures for schools, students, and parents/guardians.
8. Process and place all students referred for department services into an appropriate educational program.
9. Interpret Clark County School District regulations, policies, and Nevada Revised Statutes for District personnel, students, parents/guardians, and agencies, or refer inquiries to appropriate entities, as appropriate.
10. Prepare and provide in-service programs for assistant principals, deans, counselors, and support personnel, as needed.
11. Interpret and enforce the Family Educational Rights and Privacy Act (FERPA).
12. Participate in public relations endeavors relative to student affairs upon request of the District and the various public information media entities.
13. Assist in implementing all parts of the strategic plan approved by the Clark County School District Board of Trustees.
14. Performs other duties related to the position, as assigned.

Position Expectations

1. Ability to act as the District's representative in due process hearings.
2. Knowledge of K-12 and adult at-risk programs and staff development for teachers of at-risk students.
3. Ability to utilize and promote use of participatory management techniques.
4. Evidence of educational leadership, including the ability to promote and provide opportunities for success, recognition, development, and leadership among students, staff, and colleagues.
5. Understanding and sensitivity to the needs of various cultural and ethnic groups in the community.

6. Ability to communicate clearly both orally and in writing.
 7. Ability to work cooperatively with other departments within the District, the Board, and with other agencies, both state and national.
 8. Willingness to work flexible hours.
-

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, the appropriate Nevada administrative endorsement, if applicable.

Experience

1. Have previously demonstrated at least five (5) years' of successful licensed teaching experience including at least two (2) years' as a contracted administrator in an accredited K-12 public or private school or including at least two (2) years' contracted administrative experience in a related position.
2. Knowledge of Education Services Division programs and due process of the Clark County School District.

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

This employer does not knowingly discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, age, disability, or national origin.

Job Revision Information

- Revised: 10/18/21
- Created: 12/03/08