

Director II, Chronic Absenteeism and Shared Housing

Position Details

Job Code: U7102

Reference Code: A438

Division/Unit: Education Services

Classification: Licensed Administrator

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

FLSA STATUS: EXEMPT

Position Summary

This position functions to direct, manage, and provide oversight for districtwide Attendance Goals, Chronic Absenteeism, Shared Housing, and HOPE² interventions. This position is directly responsible to the Assistant Superintendent, Education Services Division (ESD), College, Career, Equity, and School Choice Unit (CCESCU).

Essential Duties and Responsibilities

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

1. Provides appropriate Chronic Absenteeism procedures, professional learning, and resources for students, schools, parents/guardians, and Attendance Enforcement, to effectively reduce districtwide chronic absenteeism.
2. Supervises the department's Coordinator III to support and monitor procedures to reduce chronic absenteeism.
3. Creates and maintains partnerships with outside agencies such as the Truancy Diversion Program, Truancy Prevention Outreach Program, The Harbor, and My Brother's Keeper to collaborate and support efforts to reduce chronic absenteeism rates.

4. Manages Shared Housing districtwide for student enrollment and maintains a comprehensive database to track shared housing student information.
 5. Utilizes data to monitor accountability efforts to improve chronic absenteeism.
 6. Provides guidance on denial of credit and student retention procedures, including supporting schools with professional learning, implementation plans, and facilitation.
 7. Provides guidance regarding Educational Neglect procedures, including school support, professional learning, implementation plans, and oversight.
 8. Provides guidance to school sites concerning procedures such as withdrawal/absence codes, attendance-related reports in Infinite Campus, denial of credit, parent appeal process, and Department of Motor Vehicles.
 9. Provides support and professional learning to schools regarding HOPE² and creates a management system for the HOPE² fund application, distribution, and evaluation.
 10. Performs other duties related to the position, as assigned.
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Position Expectations

1. Knowledge of application of all policies and procedures related to Clark County School District (CCSD) regulations for Absenteeism, Chronic Absenteeism procedures, and CCSD's HOPE² Initiative.
2. Knowledge of Nevada Revised Statutes (NRS) and Nevada Administrative Code (NAC) pertinent to Absenteeism.
3. Knowledge of the Superintendent's Educational Opportunities Advisory Committee (SEAOC) recommendations.
4. Knowledge of Kindergarten–12, adult at-risk programs, and professional learning for schools of at-risk students.
5. Knowledge of alternative solutions to out-of-school consequences.
6. Knowledge of CCSD budget procedures.
7. Working knowledge of the CCSD's Student Information System, Infinite Campus.
8. Manages multiple projects and meets deadlines.
9. Resolves conflicts and demonstrates management skills, while utilizing effective problem solving strategies, collaborates with colleagues, and displays interpersonal skills.
10. Acts as the ESD representative in effort to monitor and reduce chronic absenteeism.
11. Plans professional learning, including the ability to promote and provide opportunities for success, recognition, development, and leadership among parents/guardians, students, staff, and colleagues.

12. Ability to act as the Region's representative in allocating and monitoring HOPE² funds.
 13. Ability to represent CCSD with community stakeholder groups.
 14. Ability to work cooperatively with Kindergarten–12 school administration and staff.
 15. Ability to utilize and promote use of participatory management techniques.
 16. Ability to communicate clearly both verbally and in writing.
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Position Requirements

Education and Training

An earned master's degree from an accredited college or university.

Licenses and Certifications

1. A valid driver's license or state-issued identification card.
2. Hold or be able to acquire, by the time of appointment to the position, a Nevada administrative endorsement.

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 the time of appointment, appropriate Nevada school administrative endorsement; or, have previously demonstrated at least three (3) years of successful licensed teaching experience in an accredited K-12 public or private school; and, currently hold a valid Nevada school administrative endorsement.
2. Two (2) years of experience as a contracted administrator in an accredited Pre-K-12 public or private school or including at least two (2) years of experience as a contracted administrator in a related administrative position.
3. Successful performance in the position held at the time of application.

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

- Created: 11/16/23