

# Assistant Superintendent – Education Services Division

## Position Details

Job Code: U7370

Reference Code: A825

Division: Education Services

Classification: Administrator

Terms of Employment: At-Will, [Equivalent to Step 46 of the Unified Administrative Salary Schedule, 12 Months](#)

FLSA STATUS: EXEMPT

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## Position Summary

This position is responsible for providing leadership in the development of instruction and related services for students who have needs beyond the comprehensive academic environments. This position will provide direct supervision, leadership, guidance, and support to districtwide services such as Alternative Education Programs, Adult Education, Academic Centers, Correctional Education, and Pupil Personnel Services. This position reports directly to the Chief College, Career, Equity, and School Choice Officer - College, Career, Equity, and School Choice Unit (CCESCU).

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## Essential Duties and Responsibilities

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

1. Provides direct supervision, evaluation, organization, and operation of all programs, schools, and services within the Education Services Division (ESD).
2. Provides leadership in school-based alternative programming for students who have challenges on the comprehensive campuses.
3. Establishes priorities, goals, and strategies for the development and delivery of instructional programs and services throughout the division.

4. Provides direction in researching and implementing best practices in alternative education throughout the Clark County School District.
  5. Ensures all students referred to ESD are assigned to an appropriate educational program.
  6. Interprets and applies federal, state, and local laws and statutes and District policies and procedures regarding student expulsion, student discipline, due process, student placement, independent study, competency-based instruction, home schooling, adult education, and implementation of the Family Educational Rights and Privacy Act (FERPA).
  7. Interprets and communicates District policies and requirements related to specialized instruction for students with disabilities in an alternative education setting, to parents/guardians, students, staff, and community.
  8. Ensures that the District's Pupil Personnel Services Department is following Nevada Revised Statutes (NRS) governing its operation.
  9. Develops appropriate expulsion due process procedures for students enrolled in alternative education schools/programs.
  10. Represents the division at Clark County School District Board of Trustees meetings, Cabinet meetings, and evidentiary hearings.
  11. Develops and implements professional learning related to division curriculum and instructional standards and practices for administrators and teaching staff to meet the District's standards for student achievement.
  12. Develops, monitors, and evaluates division budgets and expenditures.
  13. Performs other duties related to the position, as assigned.
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## **Position Expectations**

1. Ability to communicate clearly both orally and in writing.
2. Ability to utilize and promote the use of participatory management techniques.
3. Possess physical and mental stamina commensurate with responsibilities of the position.
4. Possess personal characteristics including, but not limited to, poise, perspective, integrity, flexibility, sound judgment, professionalism, and personal appearance necessary for success as an administrator in the Clark County School District.
5. Ability to work collaboratively and cooperatively with students, parents/guardians, school and administrative personnel, and representatives of community organizations or agencies.
6. Understands and is sensitive to the needs of various cultural and ethnic groups of the school and community, and to the needs of students with handicapping conditions.

7. Possess a high degree of conflict management skill and ability to utilize effective problem-solving strategies.
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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 school 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 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. Have previously demonstrated at least two (2) years' experience as a contracted administrator in an accredited K-12 public or private school or at least two (2) years' experience as a contracted administrator in a related position.
3. Successful experience as an elementary and/or secondary principal, or experience in principal supervision.
4. Demonstrated experience providing leadership in the development of instruction and related services for students who have challenges in comprehensive academic environments.
5. 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**

- Revised: 04/21/22
- Created: 07/21/11