

Director III, Management Leadership Academy

Position Details

Job Code: U7102

Reference Code: A802

Division/Unit: Human Resources

Classification: Licensed Administrator and/or Professional-Technical

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

FLSA STATUS: EXEMPT

Position Summary

This position functions to facilitate the implementation and continuous monitoring of the Management Leadership Academy to support recruiting, training, and retaining managers as leaders in line with Clark County School District's goals and objectives. The person selected for this position is directly responsible to the Deputy Chief, Recruitment/Retention, Development and Business Processes, Human Resources Division.

Essential Duties and Responsibilities

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

1. Plans, develops, implements, supports, and provides leadership, supervision, and direction in all aspects of leadership as well as professional learning for all entry-level professional-technical administrators.
2. Develops and implements a mentoring program for aspiring or newly appointed entry-level professional-technical administrators.
3. Monitors/supports the design, implementation, and professional learning for aspiring or newly appointed entry-level professional-technical administrators.

4. Identifies and develops appropriate professional learning for aspiring or newly appointed entry level non-licensed administrators.
5. Manifests a professional code of ethics and values.
6. Responds to internal/external customers in a timely, accurate, courteous and empathetic manner representing the District in a positive light.
7. Models the routine, intentional, and effective use of technology in daily work, including communications, organization, and management tasks.
8. Supervises all functions and services in the Management Leadership Academy consistent with District goals with and through staff; develops plans and identifies expected outcomes/results for each unit for which they are responsible.
9. Provides leadership in the management leadership initiative.
10. Develops presentations designed to promote leadership and to market the Management Leadership Academy.
11. Develops and implements a training program/materials for the Management Leadership Academy.
12. Develops and maintains statistical reports related to the District's Management Leadership Academy.
13. Performs special projects as requested by the Senior Director, Management Leadership Academy.
14. Coaches and/or mentors managers in the Management Leadership Academy.
15. Provides training for Management Leadership Academy participants, coaches and mentors.
16. Directs, oversees, and evaluates department staff in terms of their performance, responsibilities, and productivity in achieving the District's priorities and results.
17. Follow the District's policies/procedures as related to all Human Resources Division (HRD) guidelines, executive limitations, the District's instructional initiatives, and the District's charter guidelines.
18. Follow the District's policies and procedures as related to fixed assets.
19. Develop leadership in subordinates.
20. Responsible for keeping up-to-date on current technology being used by the District.
21. With the support of the District, attends training to ensure skill level in various technologies is at the level required to perform in current position.
22. Responsible for maintaining timely and accurate information and accountable for the quality of information maintained by those supervised.
23. Responsible for self-development as well as keeping up-to-date on current research, trends, and best practices relevant to the area of responsibility.
24. Performs other duties and responsibilities, as assigned by supervisor.
25. Manages and monitors assigned budgets.

Position Expectations

1. Model exemplary leadership skills and concepts.
2. Demonstrate effective communication, collaboration, leadership and interpersonal skills.
3. Knowledge of management/leadership and the ability to utilize assessment results to inform professional learning for building leadership capacity.
4. Knowledge of training and adult learning processes.
5. Knowledge of professional learning practices and standards.
6. Knowledge of organization and management theory and practice.
7. Knowledge and commitment to shared decision making and accountability for results.
8. Knowledge of analysis and data gathering techniques as well as the ability to use technology to facilitate the program.
9. Possess a strong knowledge of effective coaching frameworks that build capacity in leaders.
10. Ability to plan, develop, and execute professional learning sessions.
11. Ability to provide effective feedback, facilitate reflective conversations, and engage in coaching conversations.
12. Ability to foster collaborative relationships with a diverse team focused on self-improvement or recruitment and retention.
13. Ability to develop and implement career pathways for support professionals.
14. Ability to communicate effectively, exercise good judgment, and act with self-awareness when working with a diverse group of stakeholders.
15. Excellent organizational, time management, and problem solving skills.
16. Maintain trust, confidentiality, and integrity in all interactions.
17. Actively promotes and maintains a relationship of mutual trust, confidence, and respect among all District staff.
18. Demonstrates the ability to communicate effectively with diverse audiences.
19. Ability to seek and accept constructive guidance from immediate supervisor and Human Resources Executive Leadership.
20. Ability to work and communicate effectively with people to focus resources (both human and financial) toward the achievement of District expectations.
21. Ability to facilitate group processes in consensus building, conflict resolution, planning, and decision making.
22. Model effective leadership skills and concepts.
23. Demonstrate ability to multi-task, manage multiple projects, and to meet deadlines.
24. Possess a high level of self-confidence balanced with a servant leadership approach, initiative, self-direction, and motivation.
25. Possess a strong attention to detail and quality.

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 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, if applicable.
2. Experience in creating and delivering professional learning.
3. Demonstrated success working with and through people in establishing goals, objectives and action plans to produce expected ends/results.

-OR-

1. Satisfactory service in corresponding or related positions or at least five (5) years successful supervisory experience related to the administrative position.
2. Demonstrated success working with and through people in establishing goals, objectives and action plans to produce expected ends/results.

Preferred Qualifications

1. Manager/administrator with staff professional learning experience.
2. Experience in creating and delivering staff development related to leadership preferred.

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: 09/20/23
- Created: 01/26/23