



Director II, Fiscal Accountability, Program Analysis, and Professional Learning

Position Details

Job Code: U7101

Reference Code: A494

Division/Unit: Curriculum and Instruction

Classification: Licensed Administrator

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

FLSA STATUS: EXEMPT

Position Summary

This position is responsible for providing direct leadership, guidance, and support for the Curriculum and Instruction Division (CID), the daily operations and functions of the CID Office, and collaborating with all departments within the CID: Digital Learning and Instructional Technology; Early Childhood Education; Guidance and Counseling; Fine and Performing Arts; Literacy and Language Development; Mathematics; Multilingual Education; Science, Health, Physical Education, and Driver Education; and Social Studies. This position serves as an instructional leader for coordinating, managing, supporting, and analyzing the division strategic planning process, providing quality assurance regarding professional learning data and reporting, project management, and maintaining compliance with state curricular standards. Responsibilities include management of division budgets, and facilitating systems and structures for the monitoring and analysis of division programs. This position will assist with extensive curriculum and professional learning, policy development and analysis, policy interpretation, and coordination of Clark County School District (CCSD) instructional programs, including supporting the process for districtwide selection and approval of instructional materials. This position provides support to the Assistant Superintendent in

the management of CCSD initiatives and implementation of strategies to develop and support high-quality teachers and administrators. The person selected for this position is directly responsible to the Assistant Superintendent, CID, Academic Unit.

Essential Duties and Responsibilities

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

1. Provides leadership districtwide for Pre-Kindergarten–Grade 12 instructional, curricular, and professional learning initiatives; works directly with the content area directors to develop, vet, and facilitate professional learning aligned to the CCSD’s strategic plan and school needs.
2. Leads prioritization of professional learning program needs, escalation of programs, and review of current research.
3. Coordinates, manages, and analyzes division professional learning plan programs.
4. Supports the development and implementation of cohesive and effective systems and structures within the division.
5. Supports ongoing priorities, goals, and strategies for the development of curriculum and the development and acquisition of instructional and curricular resources.
6. Supports the design and implementation of the CCSD strategic plan for the implementation of standards-based curriculum, as well as professional learning that supports curriculum, instruction, and assessment in all content areas, including Tier I curriculum-based professional learning, for all administrators and teachers, and for the benefit of all students.
7. Collaborates, facilitates, and coordinates with directors, assistant superintendents, Chiefs, and executive directors on the planning, development, and review of districtwide professional learning for principals and teachers, aligned to CCSD initiatives.
8. Communicates daily with the Assistant Superintendent of CID regarding the vision and alignment of the CID work.
9. Collects, analyzes, and utilizes data to inform division implementation of professional learning plan programs.
10. Provides quality assurance regarding division data and professional learning plan program reporting.
11. Collaborates with CID departments on the process for districtwide selection and approval of instructional materials.
12. Collaborates with CCSD partners to ensure effective implementation of

- professional learning plans and curricular programs.
13. Facilitates grant activities and special projects.
 14. Collaborates with the Grants Development & Administration Department in seeking grant funding and managing grant projects.
 15. Leads, develops, maintains, and facilitates project plans for curricular projects and initiatives including curriculum commission.
 16. Implements program development in collaboration with state, regions, and school personnel; participates in and/or direct cross-collaboration meetings to ensure equity and equality.
 17. Assists Academic Unit administrators in resolving issues and concerns.
 18. Assists with the implementation of the CID mission and commitments.
 19. Coordinates, supervises, and evaluates assigned staff.
 20. Prepares and presents reports.
 21. Assists with special projects and analysis and implementation of division programs.
 22. Develops and updates handbooks and other division and curriculum documents and communications.
 23. Supports the development and implementation of division-wide hiring processes.
 24. Serves as a liaison with other departments/divisions and communicates regularly to ensure maximum efficiency in the delivery of services to schools and the CCSD.
 25. Assists with the development and tracking of Memorandums of Agreements, Interlocal Agreements, and Contracts for approval by the Clark County School District Board of School Trustees.
 26. Assists with the facilitation of districtwide changes in policies and regulations to enhance service and support of students and staff.
 27. Works with various divisions to resolve issues regarding CCSD policies and regulations.
 28. Attends and monitors Board of School Trustees, State Board of Education, and Academic Standards Council meetings for issues related to curriculum.
 29. Leads and facilitates the process for legislative bill analysis and feedback in collaboration with the division and across departments.
 30. Prepares supporting documentation and content-related information for distribution to the Board of School Trustees, State Board of Education, Academic Standards Council, Legislative Committee on Education, and other decision makers and stakeholders.
 31. Compiles, reviews, and prepares educational research/statistical information, as requested.
 32. Develops and facilitates comprehensive programs for schools including the

- curriculum audits of CCSD-sponsored charter schools.
33. Explains complex educational and curricular issues in an understandable manner.
 34. Manages assigned budgets in accordance with CCSD budgetary processes and supports all department budgets through a quarterly review process.
 35. Possesses a working knowledge of federal grants and general budgets, rules, and procedures.
 36. Manages the condition of the physical assets, including the neatness and cleanliness of the buildings and grounds and the safety, security, and state of maintenance and repair of the buildings, grounds, furnishings, and equipment, except to the extent that responsibility has been assigned to a department of the CCSD.
 37. Collaborates with Academic Unit assistant superintendents on building management decisions for the Curriculum and Professional Development Center.
 38. Leads various committees and teams within the division.
 39. Performs other duties related to the position, as assigned.
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Position Expectations

1. Knowledge of CCSD organizational structure and related personnel.
2. Thorough working knowledge of CCSD procedures, policies, and regulations.
3. Effective communication, collaborative, and interpersonal skills.
4. Excellent verbal, written, and presentation skills.
5. Effective skills in planning, organizing, and coordinating projects.
6. Ability to work under pressure and to meet deadlines.
7. Ability to exercise diplomacy, sound judgment, leadership, problem solving, and accountability.
8. Ability to plan, develop, deliver, and evaluate professional learning opportunities.
9. Ability to maintain, support and administer various categorical and general budgets.
10. Ability to develop handbooks, catalogs, brochures, policies, regulations, procedures, reports and curricular documents.
11. Ability to work cooperatively with administrators, licensed personnel, and support professionals and schools and other divisions/departments within the CCSD and with other agencies, both state and national.
12. Ability to recognize and support the professional potential in others.
13. Ability to exemplify integrity, candor, and high ethical conduct.
14. Ability to coordinate the work of a diverse team toward meeting identified goals; ability to take on multiple roles within a team; and ability to deal with difficult

- individuals while maintaining composure.
15. Ability to display organizational and planning skills, including the ability to prioritize work, handle multiple tasks, set goals, and meet deadlines; ability to take initiative; ability to speak in front of large and small groups; and ability to maintain accurate and detailed records.
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Position Requirements

Education and Training

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

Licenses and Certifications

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

Experience

1. Have previously demonstrated at least 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 to the position, a 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. Educational emphasis and experience in Curriculum and Instruction or related field.
3. Demonstrated experience in curriculum design and development.
4. Demonstrated experience in designing, facilitating, and evaluating professional learning.

Preferred Qualifications

1. Experience in overseeing grants.
2. Knowledge and understanding of CCSD policies, regulations, procedures, and standards.
3. Knowledge and understanding of state educational requirements and legal implications.
4. Experience in instructional planning at the school or CCSD-level.
5. Demonstrated knowledge of current CCSD curricular initiatives.
6. Possess a strong curriculum background.

7. Demonstrated experience in team leadership.

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, 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: 12/23/24
- Created: 04/25/16