

# Director II, K-12 Literacy & Talent Development

## Position Details

Job Code: U7101

Reference Code: A642

Division/Unit: Curriculum and Instruction

Classification: Licensed Administrator

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

FLSA STATUS: EXEMPT

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## Position Summary

This position functions to provide leadership of instructional design in the aligned content areas of literacy and technology, including the development, revision, and alignment of K-12 curriculum; development acquisition, and/or dissemination of instructional materials and supports; development, and implementation of professional learning programs; and coordination of K-12 Literacy and Talent Development Department related events and activities for students, teachers, administrators, parents, and community members. This position will function as an instructional leader, while implementing programs and practices that support the Clark County School District Board of Trustees' identified strategic imperatives for student achievement (academic achievement, engagement, school support, and clarity and focus) as well as the Clark County School District's Focus Areas and Goals (proficiency, academic growth, achievement gaps, college and career readiness, value/return on investment, disproportionality, and family/community engagement and customer service). This person is directly responsible to the Assistant Superintendent, Curriculum and Instruction (CID), Academic Unit.

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## Essential Duties and Responsibilities

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

1. Direct the planning, design, and development of K-12 curriculum, instructional improvement, and professional learning programs for literacy and technology.
2. Direct and/or support the curriculum development and adoption and textbook adoption process for K-12 content areas, including oversight and direction for content expert task forces and committees.
3. Provide services to regions and schools according to site-specific instruction needs, methodologies, and resources.
4. Oversee development of districtwide curriculum documents, handbooks, catalogs, brochures, policies, regulations, procedures, and reports, including codifying curriculum resources for placement on the Curriculum Engine.
5. Work effectively with administrators and classroom teachers at K-12 schools to implement effective instruction for all students.
6. Participate in regular site visits to schools to review programs.
7. Identify successful intervention and remediation programs to increase student achievement and assist schools with implementation of successful program practices.
8. Maintain articulation and alignment of programs for students with special needs and English learners.
9. Oversee performance management, program evaluation, and data analysis related to K-12 Literacy and Talent Development Department programs and projects.
10. Assist with statistical analysis and educational research regarding data-driven decision making and improved instruction.
11. Analyze and evaluate the effectiveness of assigned programs and projects.
12. Gather, evaluate, and disseminate research-based best practices to improve operational efficiency and student outcomes.
13. Monitor and report on curriculum delivered within charter schools.
14. Collaborate with District partners to ensure effective implementation of instructional programs and methodologies.
15. Serve as a liaison to community groups and public agencies and represents the District in matters related to assigned content areas at the local, state, and national levels.
16. Attend and monitor the Board of Trustees, State Board of Education, and Academic Standards Council meetings for issues related to curriculum.
17. Prepare testimony, supporting documentation, and content-related information for distribution to the Board of Trustees, State Board of Education, Academic

- Standards Council, Legislative Committee on Education, and other decision makers and stakeholders.
18. Collaborate with Family and Community Engagement Services (FACES) to communicate curricular expectations with families and community members through engaging presentations.
  19. Partner with stakeholders across the District to ensure effective and efficient use of resources.
  20. Perform other duties related to the position, as required/assigned.
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## Position Expectations

1. Knowledge of best practices and current research in instructional design and professional learning, related to the literacy and technology.
2. Knowledge of best practices in professional learning, including learning theory, delivery models, technology tools, infrastructure, quality control, and governance.
3. Knowledge of District or school-level instructional planning and design.
4. Knowledge of federal, state, and local policies and procedures, including, but not limited to: the Children's Internet Protection Act (CIPA), the Family Educational Rights and Privacy Act (FERPA), the Individuals with Disabilities Education Act (IDEA), and No Child Left Behind (NCLB).
5. Knowledge of District policies and regulations.
6. Knowledge of national, state, and District accountability initiatives related to student achievement.
7. Knowledge of cultural diversity within the community as it relates to the affirmative action goals of the District.
8. Knowledge of project planning, management, and evaluation theory and practices.
9. Knowledge of K-12 reform and alternative education strategies.
10. Thorough knowledge of the District's English language acquisition initiatives.
11. Ability to provide leadership, supervision, and direction in instructional design and professional learning.
12. Ability to direct the planning and development of curriculum and instruction improvement programs for assigned content areas.
13. Ability to prioritize professional learning needs, escalation of content area programs, and reviews of current research.
14. Ability to work independently, with little direct supervision.
15. Ability to coordinate the work of a diverse team toward meeting identified goals; ability to take on multiple roles within a team; ability to work cooperatively with administrators, licensed personnel, and support staff in schools and

divisions/departments in the District and with representatives of community organizations or agencies; and ability to deal with difficult individuals while maintaining composure.

16. 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.
  17. Effective communication, collaborative, and interpersonal skills.
  18. Effective skills in planning, organizing, and coordinating projects.
  19. Excellent verbal, written, and presentation skills.
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## Position Requirements

### Education and Training

Master's degree from an accredited college or university in Curriculum and Instruction, Educational Leadership, or a related field.

### Licenses and Certifications

Hold or be able to acquire, by time of appointment to the position, a 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; **(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. A minimum of two (2) years of experience as a contracted administrator in an accredited K-12 public or private school (or) two (2) years of experience as a contracted administrator in a related administrative position.
3. Demonstrated experience in team leadership.
4. Demonstrated experience in implementing innovative ways of supporting teachers through technology and coaching initiatives to support solid development and execution of lesson plans based on the Nevada Academic Content Standards (NVACS).
5. Strong curriculum background and experience with instructional planning and leadership at a school or District-level.

6. Successful performance in position held at 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: 04/14/22
- Created: 08/14/14