



# Director II – Leadership: Aspiring Administrators and Assistant Principals

## Position Details

Job Code: U7101

Reference Code: A596

Division/Unit: Leadership and Professional Learning

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 provides districtwide leadership, supervision, and direction in all aspects of the District's aspiring administrator and assistant principal development program. Responsibilities will include designing and implementing professional learning for pre-service, initial service administrators, experienced administrators, administrative design teams, mentoring teams, and leadership coaches. The scope and responsibilities of this position ranges from working locally with all Clark County School District departments, divisions and regions, and state and national legislative committees and organizations, including higher education, and business and community partnerships. This person selected for this position is directly responsible to the Assistant Superintendent, Leadership and Professional Learning Division (LPLD), 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. Plans, develops, implements, supports, and provides leadership, supervision, and direction in all aspects of professional learning for aspiring administrators, assistant principals, and student success coordinators.
  2. Identifies and enlists current administrators to serve on design teams, initial service mentoring teams, and coaching cadres.
  3. Develops and implements a mentoring program for newly appointed administrators, including directing the work of the retired administrators who may serve as “Leadership Coaches”.
  4. Supervises the Professional Development Education Department.
  5. Directs programs of assessment and research activities for administrative professional learning related to instructional leadership responsibilities and job/embedded operational skills.
  6. Monitors state and national issues and trends related to school leadership.
  7. Maintains articulation and alignment of administrative professional learning with departments/divisions, as well as local, state, and national professional organizations.
  8. Maintains effective and consistent communication with region administrators and site-based administrators related to District, state, and national initiatives.
  9. Provides input and support to division and region leadership regarding prioritization of professional learning needs, evaluation of professional learning for school-based administrators, and reviews of current research.
  10. Manages and monitors assigned budgets.
  11. Provides assistance and current information to administrators regarding the implementation of federal, state, and local mandates, as well as District policies, regulations, procedures, and standards.
  12. Organizes and oversees the work of the Aspiring School Administrators Pool Design Team in developing and planning for pre-service, initial service, and experience administrators’ professional learning programs.
  13. Collaborates with the Grants Development and Administration (GDA) Department and the Academic Unit in seeking grant funding to support professional learning.
  14. Develops appropriate professional learning for newly hired out-of-district assistant principals and student success coordinators.
  15. Performs other duties related to the position, as required/assigned.
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## **Position Expectations**

1. Model effective leadership skills and concepts.
2. Demonstrate effective communication, collaboration, and interpersonal skills.

3. Demonstrate ability to multi-task, manage multiple projects, and to meet deadlines.
  4. Possess a strong knowledge of effective instruction including the Nevada Educator Performance Framework (NEPF); the supervision and evaluation of educators; alignment of curriculum, instruction, and assessment; lesson planning, and data analysis.
  5. Possess a high level of self-confidence balanced with a servitude leadership approach, initiative, self-direction, and motivation.
  6. Possess a strong attention to detail and quality.
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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, the appropriate Nevada administrative endorsement.

### **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, appropriate Nevada 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 the appropriate valid Nevada administrative endorsement.
2. Two (2) years of experience as a contracted administrator in a related position.
3. 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: 02/11/15