



# Director I, Professional Learning Education

## Position Details

Job Code: U7100

Reference Code: A915

Division/Unit: Leadership and Professional Learning

Classification: Professional-Technical and/or Licensed Administrator

Terms of Employment: [Step 42 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 creating equitable professional learning opportunities that support the Professional Learning Leadership Pipeline for Instructional Educators (Aspiring School Administrators Pool, Teacher Leader Pathway, Learning Strategist Pathway) and teacher retention. This position will serve as the business owner of the SumTotal Enterprise Learning Management System (ELMS) for the Clark County School District (CCSD). Responsibilities include designing and implementing intentional professional learning blocks, along with overseeing design teams and districtwide instructional facilitators that support growth in teacher capacity. The position also provides and develops digital content and instructional programs, including setting standards/processes for digital content programs, supervision and evaluation of staff, and researching best practices for instructional delivery. 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, and provides leadership and direction for implementing foundational learning blocks to ensure building teacher capacity, skills, and pedagogy as a foundation for the Teacher Leader Pathways; providing relevant courses to aid school administration in supporting developing teachers and increasing retention.
2. Serves as the CCSD business owner for the SumTotal ELMS, including facilitating all meetings of the ELMS technology implementation team, acting as the liaison between CCSD and SumTotal, monitoring all ELMS support tickets to ensure prompt resolution, meeting with SumTotal support managers and engineers when necessary, and developing reports using the ELMS advanced reporting tool.
3. Serves as the Canvas Controller and representative for the Professional Learning Education (PLE) Department and the Leadership and Professional Learning Division (LPLD) to include creating courses, enrolling participants, reviewing courses for effective course design, and troubleshooting issues for class participants and instructors; provides support to the Canvas Controllers, when needed.
4. Develops and implements according to Nevada Revised Statutes teaching license provisions and requirements.
5. Develops and implements data-driven processes for ensuring intentional learning blocks supporting the Professional Learning Leadership Pipeline for Instructional Educators and PLE courses are effectively delivered and positively impact participants' skills and knowledge.
6. Successfully develops and facilitates the CCSD's professional learning course pursuant to Nevada's Standards for Professional Development for administrators, central office staff, and class creators.
7. Meets with the Canvas Learning Management System (LMS) customer success manager and the CCSD Canvas team as the professional learning representative to discuss system issues, learns about upcoming changes to the system, and ensures effective implementation of the system for educator professional learning.
8. Serves as the CCSD business owner and system administrator for SabaCloud, CCSD's synchronous meeting tool, which includes configuring the SabaCloud system, event leader account creation, submitting and monitoring all SabaCloud support tickets, troubleshooting event leader issues, meeting with the SabaCloud customer success manager when necessary, and training event leaders on the use of the system.
9. Collaborates with the Grants Development and Administration

Department to seek funding to support professional learning for teachers with license requirements and provisions to improve teacher effectiveness and retention.

10. Reviews professional learning education program effectiveness using data.
  11. Serves as a point of contact for the Nevada Department of Education (NDE) regarding educator license renewal information, the annual assurance document, and the Nevada Standards for Professional Learning.
  12. Supervises and evaluates instructional and support professional personnel and provide appropriate professional learning activities to support professionals and PLE class instructors to ensure program effectiveness.
  13. Provides input and support to the Academic Unit, CCSD divisions, and school leadership regarding Nevada's Standards for Professional Learning.
  14. Monitors assigned budgets.
  15. Performs other duties related to the position, as assigned.
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## Position Expectations

1. Knowledge of best practices and current research in curriculum, instructional planning, and curricular design.
2. Knowledge of national professional learning best practices and trends, as outlined by leading organizations in the field (International Society for Technology in Education (ISTE) and Quality Matters).
3. Familiarity with current State and CCSD adopted standards to ensure alignment of PLE courses.
4. Familiarity with CCSD policies and regulations regarding Professional Growth System (PGS) and salary advancement.
5. Knowledge of NDE regulations and policies regarding administrator and teacher license renewal.
6. Possess a strong knowledge of effective instruction, including Nevada's Professional Learning Standards, Nevada Educator Performance Framework (NEPF); the Nevada Academic Content Standards, Adult Learning Theory; alignment of curriculum, instruction, and assessment; lesson planning, professional learning facilitation, learning communities, and data analysis.
7. Model effective leadership skills.
8. Ability to develop, review, and evaluate professional learning for effective course design and consistency with current research and best practices as outlined by Quality Matters and ISTE, as well as alignment with Nevada Academic Content Standards (NVACS), the Nevada Professional Development Standards, and the Nevada Educator Performance Framework (NEPF).

9. Ability to develop and facilitate professional learning, conference sessions, and webinar activities for administrators, teachers, and staff, including preparing training materials.
  10. Ability to work cooperatively with other departments within the CCSD and with other agencies, both state and national.
  11. Ability to work under pressure, meet deadlines, and manage projects.
  12. Ability to exercise diplomacy, sound judgment, leadership, problem solving, and accountability.
  13. Ability to develop handbooks, catalogs, brochures, policies, regulations, procedures, and reports.
  14. Ability to communicate professionally and effectively both verbally and in writing; ability to explain complex technical information in an easy-to-understand manner.
  15. Demonstrated ability to work effectively with school and administrative personnel, parents/guardians, peers, and others.
  16. Demonstrated ability to lead professional learning.
  17. Ability to recognize and report hazards and to apply safe work methods.
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## **Position Requirements**

### **Education and Training**

An earned master's degree from an accredited college or university; or,  
An earned bachelor's degree from an accredited college or university plus a minimum of three (3) years teaching experience in a private, public, or corporate training, or classroom setting including two (2) years developing and/or providing instructions of distance learning courses beyond the minimum requirement below may be substituted for the master's degree requirement; or,  
Currently serving as a professional-technical employee with the Clark County School District.

### **Licenses and Certifications**

1. Hold or be able to acquire, by the time of appointment, a valid Nevada teaching license and Nevada School 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

classroom 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 administrative endorsement (or) have previously demonstrated at least three (3) years of successful licensed classroom teaching experience in an accredited K-12 public or private school and currently hold a valid Nevada administrative endorsement.

2. A minimum of two (2) years experience providing professional learning.
3. Experience with CCSD online learning applications (Canvas LMS, Google G-Suite for Education, SabaCloud, ELMS, etc.).
4. Experience with the use of Microsoft Excel and Access.
5. Experience creating and using multiple media in delivering instruction.
6. Successful performance in position held at the time of application.

**-OR-**

1. Satisfactory service in corresponding or related positions or at least five (5) years successful experience related to the administrative position.
2. A minimum of two (2) years' experience developing and/or providing professional learning.
3. Successful experience working with multiple media in delivering instruction.
4. Experience with CCSD online learning applications (Canvas LMS, Google G-Suite for Education, SabaCloud, ELMS, etc.).
5. Experience with the use of Microsoft Excel and Access.
6. Experience creating and using multiple media in delivering instruction.
7. Successful performance in position held at the time of application.

## **Preferred Qualifications**

1. Current or previous experience as an administrator in a K-12 or related setting.
2. Demonstrated experience in program management, planning, and leadership.
3. Successful experience in leadership roles related to curriculum, instruction, and professional learning
4. Experience developing and/or providing instruction in distance education courses.

**When applying for an administrative position, candidates must meet the minimum qualifications as listed on the appropriate position vacancy announcement.**

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## **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: 11/16/23
- Created: 12/18/08