



Design Team Member – Aspiring School Administrators Pool and Aspiring School Principals Pool

Position Details

Reference Code: B100

Division: Leadership and Professional Learning

Classification: Licensed Administrator

Terms of Employment: Current Step/Months assigned to the Principal or Assistant Principal. This positions requires and encompasses responsibilities beyond the regular work assignment

FLSA STATUS: EXEMPT

Position Summary

The Aspiring Schools Administrators Pool and the Aspiring School Principals Pool Design Team Members will be responsible for serving in a leadership role in the Leadership and Professional Learning Division (LPLD) within the Clark County School District. Design Team Members will be responsible for designing and delivering professional learning activities and sessions for pre-service and current District administrators. This position requires and encompasses responsibilities beyond the regular work assignment. The Design Team Members are responsible to the LPLD, Academic Unit. This position requires a two (2)-year commitment.

Essential Duties and Responsibilities

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

1. Promotes and builds leadership capacity and effectiveness by designing, developing, and implementing professional learning activities and sessions in regular and digital environments aligned to leadership roles and responsibilities for pre-service and current administrators.
 2. Advances and promotes the use of research-based leadership practices.
 3. Evaluates and monitors administrator professional learning activities and sessions.
 4. Communicates regularly with principals and the Directors in LPLD to ensure the curriculum is aligned to the needs of pre-service and current administrators.
 5. Observes the abilities and strengths of pre-service and current administrators and provides feedback during discussions and on assignments.
 6. Delivers professional learning modules.
 7. Attends professional learning planning meetings.
 8. Assists with the application process.
 9. Performs other duties related to the position, as required.
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Minimum Requirements

Currently serving as an effective principal or assistant principal in the Clark County School District.

Preferred Qualifications

1. Strong knowledge of Nevada Educator Performance Framework (NEPF) Standards and Indicators for teachers and administrators.
 2. Strong knowledge of effective instructional strategies, as well as researched-based systems and structures to improve student success.
 3. Strong knowledge of and experience creating professional learning, including professional learning delivered in the digital learning environment.
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Position Expectations

1. Model effective leadership skills and concepts.
2. Possess effective communication, collaborative, and interpersonal skills.
3. Possess excellent verbal, written, and presentation skills.

4. Possess a strong knowledge of digital pedagogical skills and tools that support communication, productivity, collaboration, analysis, presentation, research, content delivery and actions.
 5. Demonstrate the ability to multi-task and lead large projects collaboratively with colleagues.
 6. Possess a strong knowledge of effective instruction including the NEPF; the supervision and evaluation of teachers, alignment of the curriculum, instruction, and assessment; lesson planning; and data analysis and is able to translate this knowledge into the digital learning environment.
 7. Possess a high level of self-confidence balanced with a servitude leadership approach, initiative, self-direction, and motivation.
 8. Exercise diplomacy, sound judgment, leadership, problem-solving skills, and accountability.
 9. Possess strong attention to detail/quality and the ability to meet project deadlines.
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Salary and Benefits

Principals and assistant principals selected for these positions will receive hours of District-approved professional learning in alignment with Article 20-15 or compensation in accordance to Article 20-6 of the Negotiated Agreement between Clark County School District and the Clark County Association of School Administrators and Professional-Technical Employees.

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: 03/29/22
- Created: 07/29/20