

Aspiring School Principal Pool

Position Details

Reference Code: B102

Division: Leadership and Professional Learning

Classification: Licensed Administrator

Terms of Employment: Step 41 – 45 (depending upon assignment) of the Unified Administrative Salary Schedule, 11-12 Months (depending upon assignment)

FLSA STATUS: EXEMPT

Position Summary

The Clark County School District is seeking outstanding K-12 principal candidates with visionary leadership and strong administrative skills to work collaboratively with their school community to establish, execute, and fulfill their vision to accelerate learning for all students.

This posting will generate a pool of candidates from which the Human Resources Division (HRD) will conduct preliminary screening activities for the purpose of acceptance into the Aspiring School Principal Pool. Candidates who are selected for placement into the pool may remain in the pool for three (3) years. Site-specific vacancies will be advertised as retirements, resignations, or transfers become known. Hiring administrators will then choose finalists for specific positions as they become available.

Essential Duties and Responsibilities

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

1. Establishes and/or maintains a School Organizational Team (SOT), which must include parents/guardians, students, licensed, administrative, and support

- professionals, in accordance with Nevada Administrative Code (NAC) Chapter 388G.
2. Leads diverse staff, student body, and the community in development and implementation of building-level goals focused on the improvement of student learning.
 3. Establishes building-level priorities in the context of community and District priorities and student/staff needs through the SOT.
 4. Plans and develops the school strategic budget with input from the SOT, allocates and adjusts fiscal and material resources; ensuring resources are aligned with student achievement data to target services, and supports school improvement.
 5. Takes responsibility for improving school outcomes and implementing initiatives to accomplish sustainable results by adopting various approaches and engaging a variety of stakeholders to support school goals.
 6. Leads the supervision and evaluation process for teachers and administrators in alignment with the Nevada Educator Performance Framework (NEPF) Evaluation System.
 7. Conducts frequent classroom observations with actionable feedback conversations in alignment with the NEPF Teacher Professional Responsibilities Standards and Indicators to promote reflection and growth.
 8. Models and establishes clear and high expectations for all students and staff members.
 9. Engages in professional, respectful, transparent, and honest communication and interactions with all stakeholders.
 10. Provides and/or facilitates training of staff regarding the most effective practices which lead to higher student achievement regardless of race, ethnicity, socioeconomic status, or prior academic achievement.
 11. Develops strategies in alignment with the Pledge of Achievement and the District Scorecard.
 12. Analyzes and interprets school-level data; works with staff to develop school performance plans that improve student academic growth and ensures the alignment of the curriculum, instruction, and assessment to promote continuous school improvement.
 13. Interprets and implements District policies and regulations, statutes, laws, and collective bargaining agreements (CBA).
 14. Leads staff in development and implementation of District and building-level goals relating to cultural competency and student learning.
 15. Responsible and accountable for appropriately managing all site-based contracting, purchasing, risk management, and legal matters.

16. Establishes a school climate that promotes equal opportunities for all students, positive conduct and attitudes, and values. Accepts responsibility for the attendance, conduct, health, and safety of students.
 17. Responsible for the selection, professional learning, training, assignment, discipline, supervision, and reassignment of all staff.
 18. Engages staff in the development of professional learning activities designed to support individual school/District goals and programs to improve student learning.
 19. Assists in the development, ongoing improvement, and implementation of the District and school curricular program.
 20. Provides a safe and respectful learning environment with a positive culture for all students and staff by establishing a set of culturally responsive standard operating procedures, practices, and routines.
 21. Implements and is accountable for results of the school's academic and extracurricular programs including the evaluation and reporting of student learning and development.
 22. Provides for effective staff communication; collaborates and resolves conflicts with others.
 23. 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 District.
 24. Works cooperatively with other administrators; advises the school associate superintendent and other appropriate District administrators of progress, challenges, and other information regarding the school.
 25. Performs additional duties and obligations as assigned by the school associate superintendent.
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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, a Nevada school administrative endorsement, as appropriate.

Experience

1. Have previously demonstrated at least five (5) years' successful licensed teaching experience; 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 in an accredited K-12 public or private school; and, currently hold a valid Nevada school administrative endorsement.
2. Have previously demonstrated a minimum of one (1) year experience as a licensed administrator in an accredited K-12 public or private setting. (Site-based administrative experience is strongly preferred.)
3. Successful performance in the position held at the 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: 03/29/22
- Created: 07/30/20