



Director I, Office of the Board of School Trustees

Position Details

Job Code: U7100

Reference Code: A326

Division/Unit: Office of the Superintendent

Classification: Professional-Technical

Terms of Employment: [Step 42 of the Unified Administrative Salary Schedule, 12 Months](#)

FLSA STATUS: EXEMPT

Position Summary

The person selected for this administrative position will assist the Clark County School District Board of School Trustees, Clark County School District (CCSD) leadership, and constituents to prioritize and discern which information is appropriate to ask for and distribute in accordance with state and federal laws and Balanced Governance. This position is responsible for ensuring that all Trustee documents and agendas are created and maintained in alignment with state laws governing public records and open meetings. This position reports directly to the Special Assistant to the Superintendent/Liaison to the Board of Trustees, Office of the Superintendent.

Essential Duties and Responsibilities

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

1. Assists Board members with compiling disparate sets of data and information from various units, divisions, departments, and governmental agencies in a timely fashion. Makes appropriate requests of staff, while remaining cognizant of privacy laws protecting employees and students, and Balanced Governance.

This includes supervising a log of constituent and Trustee requests and arranging regular Board briefings with staff.

2. Determines the appropriate information needed to communicate with and between a variety of diverse constituents, including high-profile community members, executive team members, city and county administrators, and high-ranking state and federal officials to improve the perception of CCSD and best serve constituents.
3. Ensures Trustee compliance with state public records laws, including oversight, in-depth interpretation and compliance with public record requests, and archiving of appropriate Trustee records.
4. Works with CCSD Office of the General Counsel and Clark County District Attorney's Office to supervise the creation and maintenance of all agendas and back-up documentation related to public Trustee meetings to ensure compliance with state Open Meeting Laws (OML).
5. Oversees the office that provides administrative assistance to the Trustees, including all scheduling, travel accommodations, documentation of budgeting, and internal and external communications.
6. Assists the Trustees in the development of internal and external written communications; and coordinates the collection, compilation, evaluation, and dissemination of information pertaining to the Office of the Board of School Trustees.
7. Plans, and organizes conferences for local, statewide, and national participants.
8. Plans, implements, and budgets retreat meetings, division orientation visits, and tours.
9. Plans, monitors, and budgets hospitality food service for events and maintains related supply inventory.
10. Attends meetings and conferences and take notes of proceedings, as directed.
11. Drafts meeting agenda items and prepares reference and background materials.
12. Prepares statistical data and complex reports, gathers background information, and prepares and presents research information for the Trustees.
13. Accepts legal service, determining when it is or is not appropriate, on behalf of the Trustees, and distributes original and copied documents to appropriate Trustees and Counsel.
14. Reviews and files legal services statements, acquiring appropriate authorization for payment, and distributes original and copied documents to appropriate Trustees and Counsel.
15. Researches and analyzes specific topical issues, as directed; maintains useful information in organized files.

16. Creates and maintains systems to obtain community input and provides the community with information regarding the Trustees.
 17. Obtains and relays information from visitors on their needs and, when necessary, refers them to appropriate staff.
 18. Plans, organizes, and supervises the clerical work for the Office of the Board of School Trustees.
 19. Monitors department budget and payroll for employees assigned to the Office of the Board of School Trustees.
 20. Receives, reviews, responds to, and distributes information and requests from multiple electronic mail systems, telephone lines, recorded message services, faxes at various locations, and mail delivery conduits.
 21. Executes assignments of administrative detail as delegated by the Trustees.
 22. Conforms to safety standards, as prescribed.
 23. Supervises and evaluates the performance of assigned staff.
 24. Performs other duties related to the position, as assigned.
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Position Expectations

1. Knowledge of CCSD operations.
2. Knowledge and understanding of CCSD policies, regulations, proceedings, and standards.
3. Knowledge and understanding of broad community issues.
4. Knowledge of the requirements of the OML and public records laws.
5. Knowledge of secretarial practices, business machines, office management, and record keeping/accounting.
6. Ability to make decisions regarding complex and sensitive issues, including issues that could involve litigation.
7. Ability to discern which public records and other information to maintain and distribute as required by law.
8. Ability to juggle multiple requests and projects at a time and to prioritize projects based on urgency and political sensitivity.
9. Ability to organize, plan, and set priorities of work.
10. Ability to maintain confidentiality and ethical standards.
11. Ability to work cooperatively with management, staff, and public.
12. Ability to interpret, explain, and apply written and verbal instructions, procedures, and regulations.
13. Ability to do editorial checking for spelling, punctuation, and grammar.
14. Ability to determine procedures for handling unique administrative problems.
15. Ability to meet deadlines and to effectively prioritize work assignments.

16. Ability to deal tactfully and diplomatically with people.
 17. Ability to work independently.
 18. Ability to communicate effectively both verbally and in writing.
 19. Ability to recognize and report hazards and to apply safe work methods.
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Position Requirements

Education and Training

An earned bachelor's degree in business or a related field from an accredited college or university or currently serving as a professional-technical employee with the Clark County School District.

Licenses and Certifications

A valid driver's license or state-issued identification card.

Experience

1. Satisfactory service in corresponding or related positions, or five (5) years of successful supervisory experience related to the administrative position.
2. Previously demonstrated at least three (3) years of successful experience working closely with high-level executives.
3. Experience in computer application skills (word processing, database).

Preferred Qualifications

Previous experience in a public school district in a central office setting; experience working with executive-level personnel.

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: 08/18/23
- Created: 09/09/08