

# Chief Strategy Officer

## Position Details

Job Code: U7398

Reference Code: A999

Division: Office of the Superintendent

Classification: Administrator

Terms of Employment: At-Will, [Equivalent to Step 48 of the Unified Administrative Salary Schedule, 12 Months](#)

FLSA STATUS: EXEMPT

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## Position Summary

The person selected for this position is responsible for the development, coordination, and implementation of strategic initiatives throughout the Clark County School District. The position oversees the alignment of operating plans and leverages data, research, technology, and partnerships to drive a performance management culture that fosters transparency and efficient support services that are designed to meet the educational needs of all students. This position will report directly to the Superintendent of Schools, Clark County School District.

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## Essential Duties and Responsibilities

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

1. Work directly with the Superintendent of Schools, on the oversight of major operating systems and services, to leverage the effectiveness of resources, programs, and services throughout the District.
2. Establish goals, objectives, and action plans, which produce expected outcomes to meet the needs of the District; ensure delivered services support quality teaching and learning by providing the oversight in the application of best practice and results driven benchmarks to maximize school support services across the organization.

3. Oversee annual planning and ongoing monitoring to ensure optimal level of resources for assigned organizations, including financial, technical, and human, to deliver required services according to best practices while remaining within approved budget.
  4. Seek and implement innovative solutions to challenges arising from fluctuating levels of funding and personnel staffing, emerging technologies, and changing customer requirements.
  5. Decentralize decision-making and accountability for results that facilitate planning and process improvement by utilizing creative processes to achieve District goals.
  6. Lead, challenge, and motivate staff by developing relationships that demonstrate the ability to work and communicate effectively and focus resources (both human and financial) toward the achievement of the District-identified goals.
  7. Identify innovative, best-in-class strategies for utilizing data, information, and research to drive performance improvements.
  8. Participate in all appropriate phases of the audit process and implement necessary corrective action(s) for audit recommendations.
  9. Review and recommend changes to policies, procedures, and programs within assigned responsibilities.
  10. Assume responsibility for all unit priorities and projects that assist in achieving the Clark County School District's Board of Trustees Strategic Plan and Goals.
  11. Communicate outcomes, develop partnerships by serving as a skilled facilitator, and work collaboratively with District leadership, Board of Trustees, education foundations, and community to advance the District's Strategic Plan.
  12. Perform and promote all activities in compliance with equal employment and non-discrimination policies of the School Board of Trustees.
  13. Participate successfully in the training programs offered to increase the individual's skill and proficiency related to the assignments.
  14. Review current developments, literature, and technical sources of information related to job responsibility.
  15. Ensure adherence to good safety procedures.
  16. Follow federal and state laws as well as Board policies.
  17. Performs other duties related to the position, as assigned.
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## Goals

1. Develop, coordinate, and implement strategic initiatives throughout the District.
2. Oversee and align the operating plans and leverage data, research, technology, and partnerships to drive a performance management culture that fosters

transparency and efficient support services that are designed to meet the educational needs of all students.

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## **Position Requirements**

### **Education and Training**

An earned master's degree from an accredited college or university in public management and leadership, business administration, finance, or a related field. A bachelor's degree from an accredited college or university in public administration, business administration, finance, or a related field and at least five (5) years successful experience related to the position may be substituted for the master's degree requirement.

### **Licenses and Certifications**

A valid driver's license that allows the applicant/employee to legally operate a motor vehicle in Nevada.

### **Experience**

1. Satisfactory service in a corresponding or related position, or have previously demonstrated at least five (5) years of successful supervisory experience related to the administrative position.
2. At least ten (10) years of increasingly responsible experience developing operational programs for school district's or large complex organizations and administering multi-departmental budgets, including strategic planning and project /performance management.
3. Demonstrated background encompassing business, large K-12 educational, and operational experience.
4. Experience in budget preparation, monitoring, and control, which includes leadership competencies of vision and strategic thinking, results-driven change management, and customer service.
5. Demonstrated experience in providing strong organizational and project/performance management skills and developing effective communication and relationships with management groups, external partners and professional staff.

### **Preferred Qualifications**

1. Doctorate degree from an accredited college or university.
2. Experience with strategic or business management consulting firm.

3. Bilingual skills.

**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: 04/12/22
- Created: 08/02/21