

Director II – Auxiliary Instructional Services (AIS)

Position Details

Job Code: U7101

Reference Code: A129

Division/Unit: Student Services

Classification: Licensed Administrator

Terms of Employment: [Step 43 of the Unified Administrative Salary Schedule, 12 Months](#)

FLSA STATUS: EXEMPT

Position Summary

This position is responsible to provide oversight for the Clark County School District's special education programs. Directs a variety of services and programs for Special and General Education, including the Nevada Alternate Assessment, Homebound, and Supplementary Home Services. Serves as the supervising administrator over Adapted Physical Education and Assistive Technology departments and directly supervises the Cure 4 The Kids licensed teacher. This position is directly responsible to the Executive Director/Director IV, Instructional Support and Programs, Student Services Division (SSD).

Essential Duties and Responsibilities

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

1. Provide leadership in the identification, development, and implementation of instructional programs to meet the needs of Homebound students.
2. Ensure compliance with the Individuals with Disabilities Education Act (IDEA), Every Student Succeeds Act (ESSA), Nevada Administrative Code (NAC), and Section 504.

3. Provide leadership, supervision, and direction to staff assigned to support the special education programs.
 4. Ensure access equitable service delivery at all locations.
 5. Oversee the provision of prevention and interaction services to allow students with disabilities to become successful in general education.
 6. Provide leadership in determining best practice instructional models for students with disabilities.
 7. Ensure the receipt of all services required, pursuant to the Individual Education Program (IEP).
 8. Develop effective communication channels to schools related service personnel and community resources including the medical community.
 9. Directly supervise and evaluate the Cure 4 The Kids licensed teacher to provide instruction through Homebound.
 10. Collect data to support progress based on benchmarks for student success and evaluate program delivery models.
 11. Maintain appropriate documentation of all departments and staff activities.
 12. Develop and provide relevant professional learning activities for Homebound teachers.
 13. Collaborate effectively with region/school-based administration.
 14. Provide technical support to administrators and staff regarding the provision of instructional and related services to students with and without disabilities to support their academic growth.
 15. Work cooperatively with the Compliance and Monitoring office regarding compliance issues and provide necessary support to remedy the non-compliance.
 16. Plan and implement continuing professional development opportunities for teachers, parents, and administrators.
 17. Prepare and administer a budget to address student needs in cooperation with the coordinator of Resource Management.
 18. Design and implement effective special education service delivery models.
 19. Work with Nevada State Department (NDE) for any changes or updates to programs.
 20. Supervise and evaluate the performance of assigned staff.
 21. Perform other duties related to the position, as assigned.
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Position Expectations

1. Knowledge of laws and regulations that govern the education of students who need additional supports to meet District and state standards.

2. Knowledge of Individuals with Disabilities Education Act (IDEA) Public Law (P.L.) 101-476, Section 504, P.L. 99-457, Nevada Administrative Code (NAC), and the Americans with Disabilities Act (ADA).
 3. Thorough working knowledge of federal, state, and local mandates.
 4. Understanding and sensitivity to the needs of cultural and ethnic groups and individuals with disabilities, early childhood education, and gifted education.
 5. Ability to communicate clearly, both orally and in written format.
 6. Ability to work cooperatively with principals, staff, parents, and other administrators.
 7. Ability to work with parents and advocates to ensure appropriate service delivery for students with disabilities.
 8. Demonstrate high level of self-confidence, initiative, self-direction, and problem-solving skills.
 9. Effective skills in planning, organizing, and executing activities
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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 administrative endorsement, as appropriate.

Experience

1. Have previously demonstrated at least five (5) years of successful licensed teaching experience in an accredited K-12 public or private school and be able to acquire, by time of appointment, appropriate Nevada 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 the appropriate valid Nevada administrative endorsement.
2. Two (2) years of experience as a contracted administrator in an accredited K-12 public or private school or including at least two (2) years of experience as a contracted administrator in a related administrative position.

Preferred Qualifications

1. Experience with Nevada Alternate Assessment.
2. Direct experience with special education in a teaching environment.

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: 04/13/22
- Created: 01/08/21