

Director II – Office of Professional Learning (OPL)

Position Details

Job Code: U7101

Reference Code: A130

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 functions to provide educational and technical assistance to principals, teachers, and appropriate administrators throughout the Clark County School District. The position provides leadership and oversight regarding professional learning for staff who support or teach students with disabilities through the Office of Professional Learning (OPL) in the Student Services Division (SSD). The position collaborates across divisions with curriculum, counseling, research, and accountability. The position provides oversight for a literacy Assess-Plan-Teach initiative that is a collaborative project between the District and the Nevada Department of Education (NDE) that serves targeted elementary schools and provides oversight of the Gifted and Talented Education (GATE) Program. The position is responsible to coordinate with a variety of District divisions to ensure support for new-to-country, J1 Visa, special education teachers. This position is directly responsible to the Executive Director/Director IV, Instructional Support and Programs, SSD.

Essential Duties and Responsibilities

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

1. Direct the planning, design, and development of instructional improvement and professional learning programs for students with special needs.
 - Provides educational and technical support to administrators and staff regarding the provision of instruction for students with disabilities at schools;
 - Provides oversight, guidance, and direction for professional learning opportunities for staff who support students with disabilities;
 - Works collaboratively with Region teams and SSD departments to develop and provide high-quality learning opportunities that are consistent throughout the district for teachers, support professionals, and administration;
 - Provides professional learning opportunities for new-to-country special education teachers;
 - Provides oversight for assigning mentors for new-to-country special education teachers;
 - Reviews and expand, as necessary, elementary schools in the federally funded initiative.
2. Oversee Performance Management, Program Evaluation, and Data Analysis related to content area programs and projects.
 - Provide oversight and direction with special education budget development, local plan, and federally funded initiatives;
 - Provide leadership to attain, interpret, and report special education data for state and federal reports;
 - Develop funding plan for local plan and federal grants;
 - Provide oversight on data gathered for federally funded initiative;
 - Author quarterly and year-end reports for federally-funded initiative.
3. Work effectively with building administrators, central office administrators, and classroom teachers to implement high-quality instruction and interventions for all students.
 - Supervise and provide direction to the Gifted and Talented Coordinator IV;
 - Collaborate with the Chief of Health and Student Services, Executive Director, and Region Directors within SSD to accomplish both District and SSD goals;
 - Provide leadership, professional learning, and guidance on Multi-Tiered Systems of Support (MTSS) as the SSD lead administrator and in collaboration with the Curriculum and Instruction Division (CID);
 - Oversee the allocation of equipment and resources.

4. Work collaboratively with other departments within SSD and the community.
 - Serve in a problem-solving capacity to school personnel, central office personnel, and advocates;
 - Collaborate with central office and (NDE) staff, as needed;
 - Serve as the contact for special education cases involved in the disputes;
 - Serves on designated Individual Education Program (IEP) committees;
 - Serves as liaison, as appropriate, to community groups and public agencies.
 5. Performs 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

1. Hold or be able to acquire, by time of appointment to the position, the appropriate Nevada administrative endorsement.

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

Experience

1. Previously demonstrated 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 school administrative endorsement, or 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 two (2) years as a contracted administrator in an accredited K-12 public or private school or including at least two (2) years' experience as a contracted administrator in a related position.
3. Demonstrated 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: 04/14/22
- Created: 01/08/21