



# Director II, Extended School Year (ESY), Alternative Instructional Arrangements (AIA), and Case Management (CM)

## Position Details

Job Code: U7101

Reference Code: A168

Division/Unit: Student Services

Classification: Licensed Administrator

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

FLSA STATUS: EXEMPT

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## Position Summary

This position will be responsible for the Extended School Year (ESY), Alternative Instructional Arrangements (AIA), and Case Management (CM) programs in the Student Services Division (SSD). This position will oversee all ESY sites and will assist building administrators with hiring ESY staff, as needed; will oversee alternative instructional arrangements for students with disabilities pending placement in alternative programs; and will oversee the placement of students with disabilities into specialized programs, as appropriate. This position is directly responsible to the Director III, Personnel and Finance Department, Student Services Division (SSD).

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## Essential Duties and Responsibilities

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

1. Provide direction and guidance to central office and school-based personnel on the interpretation of federal, state, and local regulations as they relate to ESY, AIA, and CM programs.
2. Oversee all facets of the ESY program, and coordinates all related (Transportation, Food Service, Speech-Language Therapy Services, Health Services, Homebound, Occupational Therapy, Physical Therapy, Assistive Technology, Facilities, etc.) for students at ESY sites.
3. Oversee the placement and monitoring of students requiring self-contained programming including maintaining Nevada Administrative Code (NAC) levels in all classrooms, sending notifications to schools/parents, and facilitating corresponding student transportation services.
4. Gather, analyze, and report the historical trends and student demographic data for the Self-Contained Unit Allocations process to assist with self-contained program additions and deletions in schools for the upcoming school year.
5. Provide subject matter expertise to SSD coordinators and directors and ESD personnel regarding ESY, AIA, and CM programs, as appropriate.
6. Provide subject matter expertise to school-based personnel regarding on-site behavior programs for students with disabilities throughout the Clark County School District.
7. Advise on CCSD graduation requirements to provide credit retrieval options for students with disabilities to increase graduation.
8. Implement adopted curriculum, conducts training and provides professional development pertaining to ESY, AIA, and CM programs.
9. Serves as a member on ESD panels-parent/guardian hearings, as appropriate.
10. Monitor multiple budgets and analyze trends in purchases to ensure fiscal responsibility.
11. Supervise and evaluate the performance of assigned department staff.
12. Performs other duties related to the position, as assigned.

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## Position Expectations

1. Knowledge of state and federal laws and regulations as they relate to special education and the education of students who are in need of additional support to meet District and state standards.

2. Knowledge of the NAC as it relates to school placements, teacher of record, and classroom capacity limits.
  3. Knowledge of the Individuals with Disabilities Education Act (IDEA) as it relates to ESY, AIA, and CM.
  4. Possess effective skills in the use of Microsoft Word, Excel, PowerPoint, and Google applications.
  5. Knowledge of formative and summative assessments.
  6. Ability to effectively analyze complex problems, identify corresponding risk and impact, and develop solutions.
  7. Ability to plan, organize, and coordinate the activities of assigned staff and others.
  8. Ability to direct the provision of formative and summative assessments to ensure adherence to standardized test protocols.
  9. Ability to gather and analyze information and data from a variety of sources.
  10. Ability to read, interpret, analyze, and communicate the impact of complex federal and state regulations and mandates.
  11. Ability to communicate effectively, both orally and in writing.
  12. Ability to manage, design, and implement changes to complex data management systems in compliance with federal, state, and local regulations and mandates.
  13. Ability to handle a high degree of stress and meet tight deadlines.
  14. Ability to work effectively and collaboratively with District and state personnel.
  15. Demonstrate a high level of self-confidence, initiative, self-direction, and problem-solving skills.
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## **Position Requirements**

### **Education and Training**

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

### **Experience**

1. Have previously demonstrated five (5) years of successful licensed special education 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)** have previously demonstrated at least three (3) years of successful licensed special education teaching experience in an accredited K-12 public or private school **and** currently hold a valid Nevada school administrative endorsement.

2. A minimum of two (2) years of experience as a contracted administrator in an accredited K-12 public or private school (or) two (2) years of experience as a contracted administrator in a related administrative position.

## **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: 04/13/22
- Created: 04/02/19