



Director II, Applied Behavior Analysis Family and Student Support Services

Position Details

Job Code: U7101

Reference Code: A486

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 for providing leadership to staff in the provision of mandated services for students with autism and other related disabilities. This position functions to provide supervision and oversight to Clark County School District (CCSD)-offered applied behavior analysis (ABA) services to families and to individuals receiving school-based individual intervention services (SB-IIS) through the Individualized Education Program (IEP) as a mechanism to ensure free appropriate public education (FAPE). This position is responsible for ensuring compliance with State and National board regulations associated with maintaining board-certified behavior analysts (BCBA) and registered behavior technicians (RBT) services to students; ensuring fidelity of records associated with Medicaid billing, and ensuring IEP compliance for associated students. This position reports directly to the executive director, Support Services, Student Services Division (SSD).

Essential Duties and Responsibilities

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

1. Provides leadership in the identification, development, and implementation of ABA programming to meet the needs of students receiving SB-IIS services.
2. Oversees, interprets, analyzes, and ensures compliance with federal and state laws as they pertain to the SB-IIS, parent/guardian education, student support, and CCSD Medicaid program.
3. Directs and oversees all facets of the SB-IIS program, parent/guardian education, and CCSD Medicaid program as it relates to the provision of ABA services.
4. Oversees and monitors implementation of research-based education models for parents/guardians and families of students with autism spectrum disorder or other associated disabilities.
5. Oversees the provision of support services to serve students with disabilities in the least restrictive environments.
6. Collaborates and consults with the Nevada Department of Education (NDE), the Nevada Commission on Autism Spectrum Disorders, out-of-district consultants, and other community stakeholders to ensure consistent delivery of industry-standard best practices related to serving students with autism and related disabilities and implementation of ABA.
7. Develops and maintains structures and systems to ensure the accuracy of SB-IIS records, including referrals, assessments, progress monitoring system, and services provided.
8. Ensures SB-IIS services are compliant with the Individuals with Disabilities Education Act (IDEA), Every Student Succeeds Act, Nevada Administrative Code (NAC), Medicaid, and Section 504.
9. Administers policies, regulations, and strategies related to federal, state, and districtwide mandates specifically related to serving students with autism or related disabilities.
10. Supervises and supports SB-IIS staff with daily operations, student and staff scheduling, caseload, assessments, and service implementation.
11. Serves in a problem-solving capacity to address parent/guardian and personnel concerns related to the program.
12. Interpret, analyze, and ensure compliance with federal and state laws as they pertain to the Medicaid program and its data management system.
13. Collaborates and consults with the Student Education Management System Medicaid office, SSD Region support teams, Early Childhood, and related services departments, schools, and the Office of Professional Learning.

14. Prepares and administers a budget to address student needs.
 15. Performs other duties related to the position as assigned.
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Position Expectations

1. Knowledge of IDEA, FAPE, and IEP implementation.
 2. Knowledge of ABA, discrete trial teaching, and other instructional strategies for students with autism or associated disabilities.
 3. Knowledge of community resources for families with children with autism.
 4. Knowledge of board requirements to maintain BCBA and RBT certifications.
 5. Knowledge of specific laws, regulations, and practices pertaining to the Code of Federal Regulations (CFR) Title 42 Public Health; NAC; Division of Health Care Financing and Policy Medicaid State Plan Amendment and Service Manual, and all other state and federal regulations and policies pertaining to Medicaid.
 6. Demonstrate competence with Nevada State Medicaid policy, procedures, and processes.
 7. Demonstrate diplomacy, judgment, leadership, problem-solving skills, self-confidence, self-direction, initiative, and accountability.
 8. Ability to lead multiple teams of administrative and support professional staff.
 9. Ability to design and implement specialized ABA programming.
 10. Ability to direct and coach teams implementing specialized ABA programming.
 11. Ability to interpret and meet the needs of parents/guardians struggling with challenging behaviors at home and in the community.
 12. Ability to resolve conflicts respectfully and satisfactorily.
 13. Ability to communicate and collaborate with the NDE, Nevada Medicaid, out-of-district consultants, as well as across the SSD and other divisions within CCSD.
 14. Ability to recognize and report hazards and to apply safe work methods.
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Position Requirements

Education and Training

An earned master's degree from an accredited college or university.

Licenses and Certifications

1. A valid driver's license or state-issued identification card.
2. Hold or be able to acquire, by the time of appointment to the position, a Nevada administrative endorsement.

Experience

1. Have previously demonstrated five (5) years of successful licensed teaching or special education-related service experience in an accredited K–12 public or private school; and be able to acquire, by the time of appointment, appropriate Nevada school administrative endorsement; or,
Have previously demonstrated at least three (3) years of successful licensed teaching or providing special education-related services in an accredited K–12 public or private school; and, currently hold a valid Nevada school administrative endorsement.
2. Two (2) years of experience as a contracted administrator in an accredited Pre-K–12 public or private school; or,
At least two (2) years of experience as a contracted administrator in a related administrative position.
3. Successful performance in the position held at the time of application.

Preferred Qualifications

1. Direct experience with special education in a teaching environment.
2. Experience in research of special education services.
3. Experience in working with national-level experts in special education.

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, 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

- Created: 08/29/24