



Director II – Student Services

Position Details

Job Code: U7101

Reference Code: A865

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 the leadership and implementation of comprehensive Pre-K -12 instructional initiatives and plans. This position manages customer service for the Student Services Division (SSD), including implementation of effective strategies to address concerns and the delivery of professional development and services related to climate and communications. Responsibilities also include administering policies, regulations, and strategies related to federal, state, and districtwide mandates and providing direction, guidance, and support for services and programs. This individual will manage and monitor Section 504 plans and assist with professional learning to all Clark County School District schools and charters. The person selected for this position is directly responsible to the Chief of Health and Student Services, SSD.

Essential Duties and Responsibilities

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

1. Manage and direct various projects, data collection, and documentation for programs in SSD.
2. Develop Student Services Division items and reports for the Clark County School District Board of Trustees.

3. Actively promotes community and parent/guardian awareness of academic programs, initiatives, and opportunities for students and parents/guardians in support of the District's vision, goals, and objectives.
 4. Direct the services of Student Services for regions, divisions, and departments.
 5. Partners with regions, divisions, and departments to further meet the needs of schools and to ensure that necessary support and services continue to be provided.
 6. Serve as SSD liaison to various governing boards and community-based organizations, as appropriate.
 7. Maintain a systematic, organizational process that involves addressing customer service needs.
 8. Manage fiscal areas of responsibility.
 9. Supervise and evaluate assigned staff and assist with SSD management functions as assigned by the Chief of Health and Student Services.
 10. Attend regular meetings with school principals.
 11. Coordinate program quality reviews and Office of Civil Rights (OCR) audits to ensure compliance with state and federal mandates in all schools.
 12. Direct and implement assigned division and related districtwide projects and develops, recommends, interprets, and evaluates policies, regulations, procedures, and standards, as required.
 13. Serve as SSD liaison between regions, schools, and the Facilities Services Unit (FSU).
 14. Serve as the Section 504 Administrator and liaison between SSD and schools.
 15. Perform other duties related to the position, as assigned.
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Position Expectations

1. Knowledge of Special Education and Section 504 plans.
2. Knowledge in creating adhoc reports and data exports from Infinite Campus, Focus Ed, Datavision, Maps, and other SSD programs.
3. Excellent oral and written communication skills.
4. Effective computer skills, including proficiency in word-processing and database software.
5. Knowledge of Microsoft Word, Excel, and PowerPoint.
6. Must be customer-oriented, organized, and a self-starter.
7. Must possess strong organizational and planning skills, including the ability to prioritize work, handle multiple tasks simultaneously, set goals, and meet deadlines.
8. Must possess strong analytical, reasoning, and problem-solving skills.

9. Must possess strong interpersonal skills and the ability to effectively communicate with a wide range of individuals and constituencies in a diverse community.
 10. Ability to take initiative.
 11. Ability to speak in front of large and small groups.
 12. Ability to maintain accurate and detailed records.
 13. Ability to create and monitor data utilizing Google suite, Excel, and other programs.
 14. Ability to work independently with little direct supervision as well as work effectively as part of a team.
 15. Ability to deal with difficult individuals while maintaining composure.
 16. Ability to work cooperatively with administrators, licensed personnel, and support professionals in schools, divisions, and departments in the District and with representatives of community organizations or agencies.
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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. Minimum of two (2) years' experience as a contracted administrator in an accredited K-12 public or private school or two (2) years' experience as a contracted administrator in a related position.
3. Demonstrated experience in administering academic and customer service programs in conformity with board strategies, policies, budget constraints, and established personnel practices.
4. Demonstrated experience creating, coordinating, and implementing programs.

5. Excellent public relations skills and experience working cooperatively with representatives of the community.
6. Successful performance in the position held at the time of application.

Preferred Qualifications

1. Basic knowledge and understanding of federal and state education-related laws and regulations, and District policies, regulations, and collective bargaining agreements (CBAs).
2. Knowledge and/or experience in communications, customer service, or a related field.
3. Knowledge and/or experience in staffing.

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: 10/27/11