



Director IV, Employee and Student Health, Inclusive Schools

Position Details

Job Code: U7103

Reference Code: A941

Division/Unit: Student Services

Classification: Licensed Administrator

Terms of Employment: [Step 45 of the Unified Administrative Salary Schedule, 12 Months](#)

FLSA STATUS: EXEMPT

Position Summary

This position functions as the responsible administrator providing direct leadership for services and technical supports provided to Clark County School District (CCSD) schools and districtwide administration regarding federal, state, and local mandates and program implementation of health-related services for employees and students. This leadership position is responsible for overseeing employee and student health, developing care protocols, promoting the health and safety of all employees and students, and serves as a consultant to CCSD administrators and community agencies in the administration of COVID-19 preparedness and response. This position will also focus on improving achievement and social-emotional behavior for students with disabilities and will assist with extensive policy development, analysis, and interpretation. This position reports to the Chief of Health and Student Services, Student Services Division (SSD), and the Chief Academic Officer, Academic Unit (AU).

Essential Duties and Responsibilities

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

1. Provide leadership, direct support, and guidance districtwide for both Employee and Student Health and Inclusive Practice initiatives.
2. Track, analyze, advise, consult, and implement new and updated COVID-19 public health guidelines in coordination with the Assistant Superintendent, SSD, members of the Health Services team, and other District stakeholders. Defines the school health program and objectives in keeping with state law, District regulations, and ethical medical practices.
3. Maintain and analyze the District's COVID-19 data (existing and new data), coordinating efforts so that the related COVID-19 data dashboards provide accurate, timely, and actionable data for schools, departments, and leaders, as well as provides a transparent picture of COVID-19 in CCSD for members of the community. Coordinate other related tracking mechanisms with central office administrators.
4. Create systems for data analyzation improving achievement and social/emotional and behavior for students with disabilities.
5. Continuously monitor the District's preparedness activities, protocols, and responses to COVID-19 conditions.
6. Assist with notification to parents/guardians regarding COVID-19 issues that occur.
7. Serve as a resource and provide guidance to District administrators regarding CCSD protocols; contact tracing; and communication, including effective implementation.
8. Support the activities of health and nursing staff and the Operational Services Unit (OSU) staff in relation to the purchasing of COVID-19-related personal protective equipment (PPE) supplies. Serves as a liaison with the Health Services staff, Purchasing, Warehousing, Main Service, and Graphic Arts (PWMG) Department, and the Facilities Services Unit (FSU) to ensure supplies, equipment, and materials are procured and distributed.
9. Assist as a District liaison with the Southern Nevada Health District (SNHD), the Centers for Disease Control (CDC) and Prevention, and other public health agencies by facilitating conversations about the District's COVID-19 response and plans.
10. Assist the SNHD with internal CCSD contact tracing and gather preliminary information for positive screens and suspected cases.
11. Assure safe, direct communication of students that are symptomatic to the sick room and expectations of the health office.
12. Coordinate infection control protocol, including cleaning and sanitizing procedures, with the CCSD FSU.

13. Work with the Communications Unit to develop strategies of communication about the District's COVID-19 response and protocols for internal and external District stakeholders, including but not limited to, employees, students, families, community members, and more.
 14. Coordinate supervision for direct and safe passage to the sick room for students who develop COVID-19 symptoms while informing the student to remain in the sick room masked up and maintain a social distance until they are picked-up from school.
 15. Provide monthly statistical reports on COVID-19 issues and cases in the District.
 16. Work collaboratively and facilitate inclusive practices with schools to increase student achievement.
 17. Perform other duties related to the position, as assigned.
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Position Expectations

1. Knowledge of federal, state, and local mandates related to employee and student health.
2. Possess and have demonstrated organizational ability.
3. Knowledge of the District's organizational structure and related personnel.
4. Possess the physical, mental, and emotional stamina commensurate with the responsibilities and expectations of the position.
5. Possess strong interpersonal skills and the ability communicate effectively, both orally and in writing with a wide range of individuals and constituencies in a diverse community.
6. Ability to plan and develop protocols and supports for multiple situations for students and employees as it relates to COVID-19 with a school-based lens.
7. Ability to effectively lead, direct, and manage a multitude of projects, tasks, and services simultaneously.
8. Ability to work in a fast-paced environment amid constant challenges and often-competing interests.
9. Ability to develop, implement, and interpret division and department policies and procedures.
10. Ability to work with diverse groups and gain the cooperation of people.
11. Ability to maintain focus on how decisions and processes will support the health and safety of all employees and students.
12. Ability to anticipate and sometimes create changing conditions and to effectively, lead others in evolving and adapting to change.
13. Ability to adeptly, recognize when to act as the responsible authority versus when to seek direction, authority from a superior.

14. Ability to exemplify integrity, candor, and high ethical conduct.
 15. Ability to maintain poise, professional demeanor, and perspective.
 16. Ability to direct the management activities associated with the program.
 17. Ability to continually, lead critical analyses of current practices with a focus on results.
 18. Ability to recognize and promote the professional potential in others.
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Position Requirements

Education and Training

Master's degree from an accredited college or university in educational leadership.

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 the time of appointment to the position, a Nevada school administrative endorsement (or) have previously demonstrated at least three (3) years of successful licensed teaching experience in an accredited K-12 public or private school and currently hold a valid Nevada school administrative endorsement.
2. A minimum of three (3) years of experience as a contracted administrator in an accredited K-12 public or private school or a minimum of three (3) years of contracted administrative experience in a related position.

Preferred Qualifications

Experience as an elementary and/or secondary assistant principal or principal.

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: 04/12/22
- Created: 08/30/21