



Director II, Special Education Programs and Projects

Position Details

Job Code: U7101

Reference Code: A340

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 will be responsible to provide oversight for the Clark County School District's (CCSD) special education programs. This position is directly responsible to the Executive Director (Director IV), Instructional Support and Programs, Student Services Division (SSD).

Essential Duties and Responsibilities

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

1. Assist with the coordination of transition services provided to school stakeholders in secondary schools; provide leadership and guidance to assigned Transition Specialists, determine the need for post-secondary programming in schools, and manage coordination with adult agencies.
2. Provide leadership, supervision, and direction to staff assigned to transition, deaf and hard of hearing, vision, and interpreting services departments.
3. Manage daily operations of the interpreting services department.

4. Provide leadership in determining best practice instructional models for students with disabilities by providing access to evidence-based practices and curriculum in the areas of transition services.
 5. Provide supervision and leadership to ensure the implementation and progress of special projects and programs, Memorandums of Understandings (MOU), Memorandums of Agreement (MOA), and third-party agreements.
 6. Meet with community partners to establish, support, progress, monitor, and evaluate community based CCSD post-secondary programs.
 7. Plan and implement continuing professional learning opportunities for teachers, parents/guardians, and administrators.
 8. Prepare and administer a budget to address student needs in cooperation with the coordinator of Resource Management.
 9. Collaborate with the Nevada Department of Education (NDE) and community stakeholders to provide technical assistance and guidance to schools and implement state initiatives.
 10. Work cooperatively with the Compliance and Monitoring office regarding compliance issues and provide necessary support to remedy the non-compliance.
 11. Perform other duties related to the position, as assigned.
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Position Expectations

1. Knowledge of community partners and adult agencies that provide services for students and adults with disabilities.
2. Knowledge of CCSD, state, and federal resources related to transition services.
3. Knowledge of systemic issues related to the coordination of districtwide resources.
4. Knowledge of laws and regulations that govern the education of students who are in need of additional supports to meet CCSD and state standards.
5. Working 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).
6. Thorough working knowledge of federal, state, and local mandates.
7. Demonstrate understanding and sensitivity to the needs of cultural/ethnic groups as well as individuals with disabilities.
8. Demonstrate high level of self-confidence, initiative, self-direction, and problem-solving skills.
9. Ability to communicate clearly verbally and in writing.

10. Ability to work cooperatively with principals, staff, parents/guardians, and other administrators.
 11. Ability to work with parents/guardians and advocates to ensure appropriate service delivery for students with disabilities.
 12. 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

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

Experience

1. Have previously demonstrated five (5) years of successful licensed teaching/student services 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 teaching/student services experience 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 including 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

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: 09/20/23
- Created: 10/22/08